

[Name of Borrower]
[Address of Borrower]
[City, State, Zip Code]
[Account Number of Borrower if Applicable]

[DATE]

[Name of Lending Officer or Lender]
[Name of Bank or Lending Institution if Applicable]
[Address of Lender]
[City, State, Zip Code]

RE: Request for an extension of loan payments

Dear [Name of Loan Officer or Lender]:

This letter is a formal request to have a [TIME] extension on my car loan. I have made payments of [AMOUNT] per month for the past 24 months, and the loan is for 12 more months.

I have just lost my job and cannot make payments at this time. I need my car to find another job, and hope to do so within [TIME] at the most. I understand that the interest still accrues and intend to pay this debt in full.

Thank you for considering my request for a [TIME] extension of my car loan. I can be reached at [Phone Number] or at [Email Address]. I hope to receive a favorable reply from you soon. I will call to arrange an appointment next week.

Sincerely,

[Signature of Writer]
[Printed Name of Writer]