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 five-month extension on my car loan. I have made payments of $200 per month for the past 18 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 five months at the most. I understand that the interest still accrues and intend to pay this debt in full.

I was working as a gardener for the Name of University, when they let go seven gardeners including me. I am a qualified landscape artist and believe I can get another job soon. I have applied to three local five-star hotels as well as to a landscape architect. I would like to make my last payment on DATE and resume payments on DATE.

Thank you for considering my request for a five-month 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