**Sample Application Letter to Request for Loan Date Extension**

From,

Ramakant Sharma

78, Giridhar Apartments,

Karol Bagh,

Delhi

Date: December 3rd, 2019

To,

The Bank Manager

KGPG Bank,

Delhi

Sub: Request for Loan Date Extension

Dear Sir,

I hold a savings account with your prestigious bank at your Karol Bagh Branch, bearing account number 011/59596. I also have an auto loan running with your bank of amount Rs.5,00,000 with loan account number 05/78946. As per the terms of the loan, on 5th of every month, an amount of Rs. 15,000 is deducted from my account.

I would like to bring to your notice that due to the delay in my salary for the last month, I do not have enough balance in my account to honour the payment. My salary will be credited to my account on December 10th, 2019 and after that my account will have enough balance to pay the instalment for this month.

I request you to please consider my situation and accept this application for loan date extension for this month. I understand that delay in paying installments against loan attracts charges and therefore, I request you to please waive off these charges and have the instalment amount debited on the 10th of this month, instead of 5th.

I have a long association with your bank and I have always been prompt with my payments. It is just for this time that I request you to please allow me the date extension for loan based on my account history.

Thanking you in anticipation for considering my request.

Sincerely,

Ramakant Sharma