[DATE]

Contact Name

Address

Address2

Country

City /Province

Postal Code

**RE: DENYING EXTENSION OF TIME REQUEST**

Dear [CLIENT NAME],

This correspondence is to confirm the receipt of a letter dated [DATE], in which it was requested that a [NUMBER] month extension on your [TYPE OF LOAN], number [NUMBER] be considered.  
  
After carefully reviewing your request, we regret to inform you that we are unable approve any further extensions for the payment on your loan.  
  
We are sorry about the difficulties you are experiencing, but we must insist on receiving your payment by [DATE].  
  
We hope that you will be able to find another solution to your problem.

Kind regards,

[NAME]

[TITLE]

[CONTACT NUMBER]

[COMPANY EMAIL]