[DATE]

Contact Name

Address

Address2

Country

City /Province

Zip/Postal Code

**RE: REFUSAL OF REQUEST FOR EXTENSION OF TIME**

Dear [CLIENT NAME],

We would first like to acknowledge that we have received your letter of [DATE], in which you requested a [NUMBER] month extension on your [TYPE OF LOAN], number [NUMBER].  
  
However, we regret to inform you that no further extensions will be made.

Although it is unfortunate to hear about the lack of mobility regarding your financial situation, we must demand that your payment is made by [DATE].  
  
We hope that you will be able to find another solution to your problem.

Kind regards,

[NAME]

[TITLE]

[CONTACT NUMBER]

[COMPANY EMAIL]