

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the possibility of deferring the payment deadlines for my account with [Company/Organization Name]. Due to [brief explanation of circumstances], I am currently unable to meet the scheduled payment dates.

I would greatly appreciate your consideration of this request and any assistance you may provide in terms of extending the payment deadlines. If necessary, I am willing to discuss alternative payment arrangements that could better accommodate my current situation.

Thank you for your time and understanding. I look forward to your prompt response.

Sincerely,
[Your Name]