

# Request to Delay Premium Payment

**Date:** [Insert Date]

**To:** [Recipient's Name]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a delay in my premium payment due on [Insert Due Date] for policy number [Insert Policy Number]. Due to [brief explanation of the circumstances, e.g., unexpected financial hardship], I am currently facing difficulties that prevent me from making the payment on time.

I kindly ask for an extension of [insert duration, e.g., 30 days] to allow me the opportunity to secure the necessary funds. I assure you of my commitment to fulfilling this obligation and appreciate your understanding in this matter.

Thank you for considering my request. I look forward to your positive response. Please feel free to contact me at [Your Phone Number] or [Your Email Address] for any further information.

Sincerely,

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