

Justification for Premium Payment Extension

Date: [Insert Date]

To: [Recipient Name]

Company: [Company Name]

Address: [Company Address]

Dear [Recipient Name],

I am writing to formally request an extension for the payment of my premium that is due on [Insert Due Date]. Due to unforeseen circumstances, I am currently facing financial difficulties that have affected my ability to make the payment on time.

These challenges include [briefly explain the reason, e.g., job loss, medical expenses], and I am actively working on a solution. I fully intend to honor my financial commitments and am confident that I can make the payment by [Insert Proposed New Date].

I kindly ask for your understanding and support in this matter and hope that you will grant me an extension for my premium payment. I appreciate your consideration and look forward to your positive response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Address]

[Your Email Address]

[Your Phone Number]