

Date: [Insert Date]

[Recipient's Name]

[Recipient's Position]

[Institution/Organization Name]

[Institution/Organization Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an extension for the payment of my fees, originally due on [insert due date]. Due to [brief explanation of your situation, e.g., unexpected personal circumstances, medical issues, etc.], I am currently unable to meet the payment deadline.

I understand the importance of adhering to financial commitments and assure you that I am making every effort to resolve this matter as soon as possible. Therefore, I kindly request an extension of [insert number of days/weeks] to facilitate my payment.

Thank you for considering my request. I appreciate your understanding and support during this challenging time. Please let me know if any further information is required.

Sincerely,

[Your Name]

[Your Student ID or Account Number]

[Your Contact Information]