

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Institution/Organization Name]

[Institution/Organization Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request an extension for the payment of my fees due on [Due Date]. Due to [brief explanation of your circumstance, e.g., unforeseen financial difficulties, medical expenses], I am unable to make the payment by the specified deadline.

Understanding the importance of fulfilling my financial obligations, I would appreciate the opportunity to discuss a possible extension of [suggest a new date, e.g., 30 days] to allow me to manage my circumstances better.

I am committed to making the payment and appreciate your understanding and support in this matter.

Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]