

# Inquiry Regarding Payment Plan for Fee Extension

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Organization/Institution Name]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to inquire about the possibility of establishing a payment plan regarding the fee extension for [specify the fee or service]. Due to [briefly explain your circumstances, e.g., financial hardship, unexpected expenses], I am seeking a more manageable way to fulfill my obligations.

Could you please provide me with information on any available options for a payment plan? I would appreciate any flexibility you could offer during this challenging time.

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

Sincerely,

[Your Name]