

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Organization Name]

[Organization Address]

[City, State, ZIP Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request leniency regarding the upcoming fee deadlines imposed by [Organization Name]. Due to [a brief explanation of your circumstances, e.g., unforeseen financial difficulties, a medical issue, etc.], I am finding it challenging to meet the stated deadlines.

I have always valued my relationship with [Organization Name] and have made every effort to fulfill my obligations in the past. However, the current situation has made it difficult to adhere strictly to the fee schedules.

I kindly ask for your understanding and support in this matter. If possible, I would greatly appreciate an extension of [specific time frame you are requesting] to allow me to fulfill my obligations without undue stress.

Thank you for considering my request. I am hopeful for a positive response and am willing to discuss this matter further at your earliest convenience.

Sincerely,

[Your Name]