

Subject: Inquiry for Payment Deadline Extension

Dear [Recipient's Name],

I hope this message finds you well. I am writing to discuss the upcoming payment deadline for [Invoice/Account Number or Description]. The current due date is set for [Original Due Date].

Due to [brief explanation of circumstances, e.g., unforeseen circumstances, financial difficulties], I am kindly requesting an extension on the payment deadline. I believe that an extension of [proposed new deadline] would provide me with the necessary time to meet my obligations.

I appreciate your understanding and consideration of my request. Please let me know if you require any further information or if there are any forms I need to complete to facilitate this process.

Thank you for your attention to this matter, and I look forward to your prompt response.

Sincerely,
[Your Name]
[Your Address]
[Your Email]
[Your Phone Number]