

Payment Extension Request

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an extension for the payment that is due on [insert due date] for [insert service/product]. Due to [brief explanation of the reason for the extension], I am unable to meet the original payment deadline.

I kindly ask for an extension of [insert number of days/weeks] to allow me the necessary time to fulfill this obligation. I assure you that I remain committed to settling the balance and appreciate your understanding during this time.

Thank you for considering my request. Please let me know if you require further information or if we can discuss this matter further.

Sincerely,

[Your Name]

[Your Address]

[Your Contact Information]