

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request an extension on my payment schedule regarding [specific details about the account or loan]. Due to [brief explanation of your situation], I am unable to fulfill my payment obligations as originally planned.

I kindly ask for your understanding and consideration in granting me an extension. I believe this will allow me to [mention any positive outcome or plan to rectify the situation].

Thank you for your attention to this matter. I appreciate your understanding and support. Please let me know if we can discuss this further.

Sincerely,

[Your Name]