

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Institution's Name]

[Institution's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an extension for my upcoming tuition payment due on [due date]. Due to [brief explanation of your situation, e.g., unforeseen circumstances, financial difficulty, etc.], I am unable to make the payment by the scheduled date.

I kindly ask if it would be possible to extend the payment deadline to [proposed new date]. This additional time would greatly assist me in managing my financial situation, and I assure you that I am committed to fulfilling my obligations to the institution.

Thank you for considering my request. I would be grateful for any assistance you can provide and look forward to your favorable response.

Sincerely,

[Your Name]