

Date: [Insert Date]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request an extension of the billing period for my account, [Your Account Number], due to [briefly explain the reason, e.g., unforeseen circumstances, financial constraints, etc.].

Given my current situation, I kindly ask for an extension of [specific period, e.g., 30 days] to accommodate my circumstances. I believe this additional time will enable me to manage my finances more effectively and ensure that I can meet my obligations without defaulting.

I appreciate your consideration of my request and would be grateful for any assistance you can provide. Please let me know if you require any further information or documentation to facilitate this process.

Thank you for your understanding and support.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email]