

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request an extended financial consideration due to [briefly explain the reason such as unforeseen circumstances, changes in project scope, etc.].

As you are aware, [provide additional details about the situation, including any relevant context that may support your request]. We believe that an extension of [specify the financial terms or deadlines you are requesting] would be mutually beneficial and allow us to continue our partnership effectively.

We greatly value our relationship with [Company/Organization Name] and are committed to fulfilling our obligations. We are currently exploring several options to mitigate the challenges we are facing, but we find that your support in this matter could significantly impact our ability to maintain our commitments.

I would appreciate the opportunity to discuss this request further at your earliest convenience. Thank you for considering our plea for extended financial assistance. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Company/Organization Name]