

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Lender's Name]

[Lender's Title]

[Lender's Company Name]

[Lender's Company Address]

[City, State, Zip Code]

Subject: Application for Extension of Debt Payment

Dear [Lender's Name],

I hope this message finds you well. I am writing to formally request an extension on the repayment of our outstanding debt under the agreement dated [original agreement date]. Due to [brief explanation of circumstances, e.g., unforeseen circumstances/pandemic impact], our business is experiencing temporary cash flow issues.

We highly value our relationship with [Lender's Company Name], and we are committed to meeting our financial obligations. We are requesting an extension of [specific duration, e.g., 3 months] to allow us time to stabilize our finances and continue our operations without compromising our commitment to repayment.

We believe that with this extension, we can recover and fulfill our obligation entirely. We would appreciate your understanding and are willing to discuss any revised terms that can be beneficial for both parties.

Thank you for considering our request. I look forward to your positive response. Please feel free to reach out to me directly at [your phone number] or [your email address] if you have any questions or need further information.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]