

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Recipient Name
Recipient Title
Company Name
Company Address
City, State, Zip Code

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request an extension on my current debt repayment due to unforeseen circumstances that have impacted my financial situation.

As you are aware, my original payment due date is [original due date], and I have been making all efforts to fulfill my obligations. However, due to [brief explanation of circumstances], I am unable to meet this deadline.

In light of this, I kindly ask for an extension of [number of days/weeks] beyond the original due date. I believe this additional time will enable me to secure the necessary resources to fulfill my obligation.

I understand the importance of this request and assure you that I am committed to repaying the debt in full. I appreciate your consideration of my situation and look forward to your understanding response.

Thank you for your attention to this matter.

Sincerely,
[Your Name]