

Appeal Letter for Additional Promotional Credit Timeframe

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

Date: [Insert Date]

[Recipient's Name]
[Company Name]
[Company Address]
City, State, Zip Code

Dear [Recipient's Name],

I am writing to formally appeal for an extension on the promotional credit timeframe that I have recently encountered. Although I appreciate the generous offer, I find that I am unable to utilize this promotional credit within the allotted time due to [briefly explain your circumstances, e.g., unforeseen financial difficulties, personal issues, etc.].

Given the circumstances, I kindly ask that you consider extending the promotional credit period to allow me the opportunity to fully benefit from this offer. I believe that this extension would greatly assist me in [briefly explain how the extension would help you, e.g., improving my financial stability, enable better planning, etc.].

I appreciate your understanding and consideration of my request. Thank you for taking the time to review my appeal. I look forward to your positive response.

Sincerely,
[Your Name]