

Request to Extend Promotional Credit Agreement

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[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 my promotional credit agreement associated with my account number [Your Account Number].

Due to [briefly explain reason, e.g., unexpected financial circumstances], I am unable to meet the original terms of the agreement. I believe that an extension of [specific duration] would allow me to manage my obligations while continuing to honor my commitment to your company.

I kindly request your consideration of this proposal. I appreciate your attention to this matter, and I look forward to your positive response.

Thank you for your time and understanding.

Sincerely,

[Your Name]