

# Request for Promotional Credit Term Extension

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[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 the promotional credit terms associated with my account ([Account Number or Reference]). Due to [briefly explain your reason, e.g., unexpected expenses, business fluctuations, etc.], I am finding it challenging to meet the current payment schedule.

An extension of [specific term extension period, e.g., 30 days, 60 days] would greatly assist me in managing my financial obligations and continuing my partnership with your esteemed company. I appreciate the support you have provided thus far and am committed to fulfilling my financial responsibilities.

Thank you for considering my request. I look forward to your positive response. Please feel free to contact me directly at [Your Phone Number] or [Your Email Address] if you need any further information.

Sincerely,

[Your Name]