

Request for Additional Time to Pay

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request an additional period of time to complete my payment for [specify service or account, e.g., "my outstanding balance on account number 123456"].

Due to [briefly explain your situation, e.g., "unexpected financial difficulties"], I am currently unable to meet the original payment deadline of [insert original due date]. I genuinely value my relationship with [Company/Organization Name] and am committed to fulfilling my obligation.

I kindly ask for an extension of [specify the amount of extra time you need, e.g., "30 days"] to complete my payment. I believe that this additional time will allow me to secure the necessary funds and ensure that my payment can be made without complications.

Thank you for considering my request. I appreciate your understanding and support during this challenging time. I look forward to your positive response.

Sincerely,

[Your Name]