

# Application for Payment Extension

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request an extension on my upcoming payment due on [insert due date]. Due to [brief explanation of your situation], I am unable to meet the payment deadline.

I would greatly appreciate it if you could grant me an extension of [number of days/weeks] to fulfill this obligation. I assure you that I will make the payment by [insert new proposed payment date].

Thank you for considering my request. I look forward to your understanding and support. Please feel free to contact me at [your phone number] or [your email address] should you require any additional information.

Sincerely,

[Your Name]