

# Request for Temporary Payment Extension

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a temporary extension on my payment due date for [describe the service/product, e.g., "invoice number #12345"]. The original payment was scheduled for [insert original due date], and I am experiencing [briefly explain reason, e.g., "unexpected financial difficulties"].

To manage my obligations, I kindly request an extension until [insert requested new due date]. I am committed to fulfilling this obligation and appreciate your understanding during this time.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]