

Insurance Payment Extension Request

[Your Name]

[Your Position]

[Your Company Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

To,

[Insurance Company Name]

[Insurance Company Address]

[City, State, Zip Code]

Subject: Request for Extension of Insurance Payment Due to Business Challenges

Dear [Insurance Company Representative's Name],

I hope this message finds you well. I am writing to formally request an extension on our upcoming insurance payment due on [Due Date]. Due to unforeseen business challenges such as [briefly explain challenges, e.g., economic downturn, loss of a major client], our cash flow has been significantly impacted.

As a valued customer, we have always maintained our payments promptly, and this request is made with the utmost respect for our agreement and the services you provide. We genuinely believe this extension will allow us to stabilize our operations and continue to honor our financial obligations.

We kindly ask for an extension of [number of days/weeks] until [proposed new due date]. We are committed to resolving our current situation and appreciate your understanding and support during this time.

Thank you for considering our request. Please feel free to contact me directly at [Your Phone Number] or [Your Email Address] should you need any further information or clarification.

Warm regards,

[Your Name]

[Your Position]

[Your Company Name]