

Insurance Payment Extension Request

Date: [Insert Date]

[Insurance Company Name]

[Insurance Company Address]

[City, State, Zip Code]

Dear [Insurance Agent's Name],

I hope this letter finds you well. I am writing to formally request an extension on my insurance payment related to my college tuition coverage. Due to [brief explanation of circumstances, e.g., unexpected financial burden, temporary loss of income], I am unable to meet the upcoming payment deadline of [insert payment due date].

I kindly ask for an extension of [insert number of weeks/months] to allow me to secure the necessary funds to cover this tuition payment adequately. I believe this extension will enable me to maintain my [specific program or college attendance] and uphold my commitment to my education.

Thank you for considering my request. I appreciate your understanding and support regarding this matter. If you require any further information or documentation, please do not hesitate to reach out to me.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]