

Request for Insurance Payment Extension

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Insurance Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Insurance Company Representative's Name],

I hope this message finds you well. I am writing to formally request an extension on my upcoming insurance payment due on [Insert Due Date] due to a recent family emergency. Unfortunately, [briefly explain the emergency situation].

Given the circumstances, I respectfully ask for an extension of [number of days or specific new due date] to allow me some time to address these urgent matters.

I appreciate your understanding and support during this difficult time. If you need any documentation or further details regarding my situation, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for considering my request. I look forward to your prompt response.

Warm regards,

[Your Name]