

Payment Extension Request

Date: [Insert Date]

To,

[Creditor's Name]
[Creditor's Address]
[City, State, Zip Code]

Dear [Creditor's Name],

I hope this message finds you well. I am writing to formally request an extension on my upcoming payment due on [Insert Due Date] for account number [Insert Account Number]. Due to [briefly explain reason for the request, e.g., unexpected financial difficulties], I am unable to make the payment on time.

I would greatly appreciate if you could grant me an extension until [Insert New Proposed Due Date]. This additional time will allow me to secure the funds necessary to fulfill my obligation without further issues.

Thank you for considering my request. I value my relationship with you and I am committed to resolving this matter promptly. Please let me know if you need any further information or if there are forms that I need to complete to process this request.

Sincerely,

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Phone Number]
[Your Email Address]