

Payment Extension Appeal

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To:

[Credit Card Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Credit Card Company Name] Customer Service,

I hope this message finds you well. I am writing to formally request an extension on my upcoming credit card payment due on [Insert Due Date]. Due to [briefly explain your situation, e.g., unexpected medical expenses, job loss, etc.], I am currently facing financial difficulties.

I value my relationship with [Credit Card Company Name] and have always made timely payments. In light of my current circumstances, I kindly ask for your consideration of an extension for my payment until [Insert New Proposed Due Date]. This additional time would greatly assist me in fulfilling my financial obligations.

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

Sincerely,

[Your Name]