

Payment Extension Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To: [Lender's Name]

[Lender's Address]

[City, State, Zip Code]

Dear [Lender's Name],

I hope this message finds you well. I am writing to formally request an extension for my upcoming mortgage payment due on [Insert due date]. Due to [brief explanation of the reason, e.g., unexpected expenses, temporary loss of income], I am unable to make the payment on time.

Given my circumstances, I kindly ask if it would be possible to extend my payment deadline by [insert the number of days/weeks you are requesting]. I am committed to keeping my payment plan and will ensure that my payments resume as soon as possible.

Thank you 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] should you require any further information.

Sincerely,

[Your Name]