

Payment Extension Response

Date: [Insert Date]

Dear [Recipient's Name],

Thank you for your request regarding an extension for the payment of service charges. We appreciate your communication and understand that circumstances can arise that may require additional time for payment.

After careful consideration, we are pleased to grant you an extension until [New Due Date]. Please ensure that the total amount of [Total Amount] is settled by this date to avoid any late fees or service interruptions.

If you have any further questions or require additional assistance, please do not hesitate to reach out.

Thank you for your understanding and prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]