

Payment Extension Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[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 reason, e.g., unforeseen financial circumstances], I am unable to make the payment by the original due date.

I would greatly appreciate your consideration of my request. I propose to make the payment by [insert proposed new date], which will allow me to fulfill my financial obligations without further complications.

Thank you very much for your understanding. Please let me know if there are any forms I need to fill out or additional information you require to process my request.

Sincerely,

[Your Name]