

Payment Extension Request

Date: [Insert Date]

To: [Service Provider Name]

Address: [Service Provider Address]

Subject: Request for Payment Extension

Dear [Service Provider Name],

I hope this message finds you well. I am writing to request an extension on the upcoming payment for my subscription services under account number [Your Account Number]. Due to [brief explanation of reason, e.g., financial constraints, unexpected expenses], I am unable to make the payment by the due date of [Original Due Date].

I kindly ask for an extension of [number of days/weeks] to settle my account. I assure you that I am committed to fulfilling my financial obligations and will ensure that payment is made by the new proposed date of [Proposed Payment Date].

Thank you for considering my request. I appreciate your understanding and support during this time. Please let me know if you require any further information.

Sincerely,

[Your Name]

[Your Address]

[Your Email Address]

[Your Phone Number]