

Account Extension Request

Date: [Insert Date]

To,
[Recipient Name]
[Recipient Title]
[Company Name]
[Company Address]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request an extension on my account due date. Due to [brief explanation of reason - e.g., unforeseen circumstances, a temporary financial setback], I would greatly appreciate the opportunity to extend my payment deadline.

If it is possible, I would like to request an extension of [number of weeks/months] to allow for sufficient time to manage the account properly. I remain committed to fulfilling my obligations and maintaining a good standing with [Company/Organization Name].

Thank you for considering my request. I look forward to your positive response.

Sincerely,
[Your Name]
[Your Account Number]
[Your Contact Information]