

Postponement of Payment Obligation

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Date]

[Recipient Name]
[Recipient Title]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request a postponement of my payment obligation due on [original due date]. Due to [briefly explain reason for postponement], I am unable to meet the payment deadline.

I kindly ask for your understanding in this matter and propose that the payment be postponed to [proposed new due date]. I am committed to fulfilling my obligations and appreciate your consideration of this request.

Please let me know if this adjustment can be made. Thank you for your understanding and cooperation.

Sincerely,

[Your Name]
[Your Position, if applicable]
[Your Company Name, if applicable]