

Request for Payment Extension

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an extension on my upcoming payment originally scheduled for [Original Payment Date]. Due to [brief explanation of the circumstances leading to the request], I am unable to meet this deadline.

Therefore, I kindly ask for an extension until [Requested New Payment Date]. I assure you that I am committed to fulfilling this obligation and appreciate your understanding in this matter.

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

Sincerely,

[Your Name]