

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Loan Officer's Name
Mortgage Company Name
Company Address
City, State, Zip Code

Dear [Loan Officer's Name],

I hope this message finds you well. I am writing to formally request an extension for my upcoming mortgage payment due on [due date]. Due to [brief description of circumstances, e.g., temporary financial difficulties or unforeseen circumstances], I am unable to make the payment on the scheduled date.

I respectfully request an extension of [number of days or specific date] to allow me time to gather the necessary funds. I am committed to maintaining the terms of my mortgage and ensuring that I can resume my regular payment schedule promptly.

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

Sincerely,
[Your Name]