

Your Name

Your Address

City, State, Zip Code

Email Address

Phone Number

Date

Recipient's Name

Company's Name

Company's Address

City, State, Zip Code

Subject: Appeal for Extended Payment Deferment

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an extension on my payment deferment due to unforeseen circumstances that have impacted my financial situation.

As you are aware, I have been consistently making timely payments. However, [briefly explain your situation, e.g., job loss, medical emergencies]. This situation has made it increasingly difficult for me to meet my financial obligations on time.

I kindly request an extension of my payment deferment for an additional [specify duration, e.g., three months] to allow me to stabilize my finances and ensure I can continue to make my payments. I am committed to maintaining communication and providing updates on my situation during this period.

Thank you for considering my request. I appreciate your understanding and support during this challenging time. I look forward to your positive response.

Sincerely,

[Your Name]