

Request for Payment Deferment Extension

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request an extension for the deferment of my payment due for [insert purpose or reference, e.g., loan, services rendered], which is currently due on [insert due date]. Due to [brief explanation of the reason for the request, e.g., financial difficulties, unforeseen circumstances], I am unable to make the payment by the original date.

I kindly request an extension of [insert desired extension period, e.g., 30 days] to allow me to manage my finances better and ensure that I can meet my obligations. I deeply appreciate your understanding and support in this matter.

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

Sincerely,

[Your Name]