

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally inquire about the possibility of extending the payment deferment originally agreed upon in our previous correspondence dated [insert date]. Due to [briefly explain your circumstances that necessitate the deferment], I find myself in need of additional time to meet my financial obligations.

I kindly request an extension of [specify period of deferment needed] to accommodate my current situation. I believe this extension will allow me to manage my payments more effectively and maintain our positive relationship.

Thank you for considering my request. I would appreciate the opportunity to discuss this matter further. Please feel free to reach me at [your phone number] or [your email].

Sincerely,

[Your Name]