

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Company/Organization Name]

[Address]

[City, State, Zip Code]

Subject: Request for Payment Deferral Extension

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request an extension on my payment due for [specific payment or loan type], originally scheduled for [original due date].

Due to [brief explanation of circumstances such as financial hardship, medical expenses, or unexpected job loss], I am currently facing difficulties in meeting this obligation. I believe that granting an extension would allow me the necessary time to improve my financial situation and fulfill my responsibilities.

I kindly request an extension of [number of days/months you need]. I assure you that I am committed to resolving this matter and will keep you updated on my progress.

Thank you for considering my request. I look forward to your understanding and support in this challenging time. Please feel free to contact me at [your phone number] or [your email address] if you have any questions or need further documentation.

Sincerely,

[Your Name]