

Payment Postponement Extension Appeal

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 request an extension for my payment due on [original due date] for [specific purpose or account]. Due to [brief explanation of the circumstances], I am currently facing financial difficulties that hinder my ability to make the payment on time.

To ensure that I can meet my obligations and maintain our positive relationship, I kindly ask for a postponement of my payment until [proposed new due date]. I assure you that this extension will provide me with the opportunity to gather the necessary funds to settle my account in full.

I appreciate your understanding and consideration in this matter. Please let me know if there are any forms I need to complete or any additional information you require to process this request.

Thank you for your time and support. I look forward to your favorable response.

Sincerely,
[Your Name]