

Request for Additional Time on Payment Deferment

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an additional deferment on my payment due for [specify the payment or loan] that is currently due on [current due date]. Due to [briefly explain your reason, e.g., unforeseen circumstances], I am unable to meet the payment deadline.

I kindly request an extension of [specify the duration of extension requested, e.g., 30 days] to fulfill this obligation. I appreciate your understanding and support during this time and assure you that I am committed to resolving this matter promptly.

Thank you for considering my request. I look forward to your positive response. Please feel free to contact me at [your phone number] or [your email address] should you need further information.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Contact Information]