Subject: Request for Extended Payment Timeline

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization 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 extension on my payment timeline associated with [specific account or invoice number, if applicable]. Due to [brief explanation of circumstances, e.g., unforeseen financial challenges, medical expenses, etc.], I am unable to meet the originally agreed-upon payment schedule.

Given my current situation, I would greatly appreciate your consideration in allowing for an extended payment timeline. I propose to make payments of [proposed payment amount] per month for [number of months requested]. This would greatly assist me in managing my finances while honoring my obligations.

I value our relationship and am committed to resolving this matter. Thank you for considering my request. I look forward to your understanding and support. Please feel free to contact me at [your phone number] or [your email] if you wish to discuss this further.

Thank you very much for your time and consideration.

Sincerely,

[Your Name]