

# Application for Extended Payment Deadline

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[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 the payment deadline for [specific payment or invoice number, if applicable].

Due to [brief explanation of the reason for the request, e.g., financial difficulties, unexpected expenses], I am unable to meet the original deadline of [insert original deadline date]. I respectfully request an extension until [proposed new deadline].

I appreciate your understanding and consideration of my situation. Please let me know if you require any further information or documentation to support my request.

Thank you for your attention to this matter. I look forward to your positive response.

Sincerely,

[Your Name]