

[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 for the payment originally due on [original due date] for [specific invoice or account number]. Due to [brief explanation of circumstances causing delay], I am unable to meet the current deadline.

I kindly ask for an extension of [number of days/weeks requested] to arrange for the payment. I assure you that I am committed to settling this matter and appreciate your understanding in this situation.

Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]