

Request for Payment Deadline Extension

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an extension on the payment deadline for [describe the payment obligation, e.g., invoice number or service]. The original due date is [insert original due date].

Due to [briefly explain your reason, e.g., unforeseen circumstances, financial difficulties], I am unable to meet the upcoming deadline. Therefore, I kindly ask for an extension of [insert requested extension period, e.g., 30 days] to fulfill this obligation.

I appreciate your understanding and consideration of my request. I remain committed to upholding my financial responsibilities and would like to maintain open communication regarding this matter.

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

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email]