

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Company/Organization Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request an extension on [specify what you need an extension for, e.g., payment due date, deadline for submission, etc.] due to unforeseen financial difficulties I am currently experiencing.

Due to [briefly explain the reason for your hardship, e.g., job loss, medical emergencies, etc.], I am unable to meet the upcoming deadline. I have been actively seeking solutions, but unfortunately, my circumstances have not improved sufficiently to comply with the original timeline.

I kindly request an extension of [specify duration of extension] to allow me the time I need to stabilize my situation. I am committed to resolving this issue and appreciate your understanding and consideration during this difficult time.

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

Sincerely,

[Your Name]