

Request for Additional Time for Debt Repayment

Date: [Insert Date]

To: [Creditor's Name]

[Creditor's Address]

Dear [Creditor's Name],

I hope this message finds you well. I am writing to formally request an extension on my debt repayment schedule for Account Number [Your Account Number]. Due to [brief explanation of your situation, e.g., unforeseen circumstances, loss of employment, medical expenses], I am currently facing financial difficulties that prevent me from meeting the agreed-upon payment deadlines.

Despite my best efforts to manage my finances, I find that I will require additional time to fulfill my debt obligations. I am committed to repaying the debt in full and am seeking your understanding and assistance in this matter.

Therefore, I kindly request an extension of [proposed timeframe, e.g., an additional 3 months] to complete the payments. I believe that this additional time will allow me to stabilize my financial situation and adhere to my repayment plan effectively.

I appreciate your attention to this matter and look forward to your positive response. If necessary, I am willing to discuss this issue further and provide any documentation to support my request.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Address]

[Your Contact Information]