

Request to Postpone Debt Collection Payment Due Date

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a postponement of the upcoming payment due for my debt, originally scheduled for [Original Due Date]. Due to [briefly explain your reason, e.g., financial difficulties, unexpected expenses], I am unable to meet the payment deadline.

I kindly ask if you could extend the due date to [Proposed New Due Date]. This additional time would greatly assist me in preparing the necessary funds to fulfill my obligation. I am committed to meeting my financial responsibilities and sincerely hope for your understanding and cooperation in this matter.

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

Sincerely,

[Your Name]