

Letter of Clarification Regarding Denied Payment Extension

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Subject: Clarification on Denied Payment Extension Request

Dear [Recipient's Name],

I hope this message finds you well. I am writing to clarify the circumstances surrounding my recent request for a payment extension, which was unfortunately denied.

On [date of the request], I submitted a request for an extension on my payment due on [original payment due date]. The reason for my request was [brief explanation of circumstances, e.g., unexpected medical expenses, job loss, etc.]. I believe that this situation warrants consideration for an extension due to [explain why the circumstances are valid and any supporting information].

I understand that policies are in place, but I respectfully ask that you reconsider my request based on my current situation. I am committed to honoring my obligations and would greatly appreciate any flexibility you can offer.

Thank you for your time and understanding. I look forward to your reply.

Sincerely,

[Your Name]