

Payment Extension Appeal

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request an extension for the payment due on [original due date] for [specify service or product]. Due to [briefly explain reason, e.g., unforeseen circumstances, financial difficulties], I find myself in need of additional time to fulfill this obligation.

I would greatly appreciate it if you could extend the payment deadline to [proposed new due date]. I believe this additional time will allow me to manage my financial situation more effectively and ensure that the payment is made in full.

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

Sincerely,

[Your Name]