

Dear [Customer's Name],

We hope this message finds you well. We are writing to inform you that we have received your request for an extension on your upcoming credit card payment due on [Original Due Date].

We understand that unforeseen circumstances can arise, and we are here to assist you. We are pleased to grant you an extension, and your new payment due date will be [New Due Date]. Please ensure that the payment is made by this date to avoid any late fees.

If you have any questions or need further assistance, feel free to contact us at [Customer Service Phone Number] or [Customer Service Email].

Thank you for your attention to this matter.

Sincerely,

[Your Company Name]

[Your Company Address]

[Your Company Phone Number]

[Your Company Email]