

Request for Hardship-Based Credit Card Payment Extension

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

[Credit Card Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Credit Card Company],

I am writing to formally request an extension on my upcoming credit card payment due to financial hardship I am currently experiencing. My account number is [Your Account Number].

Due to [briefly explain your situation, e.g., loss of job, medical emergency], I am unable to meet my payment obligation by the expected due date of [Due Date]. I am committed to fulfilling my responsibilities and wish to seek your understanding and support in this difficult time.

I kindly request an extension of [number of days/weeks you need] to allow me the time to manage my finances and make the payment. I would greatly appreciate any assistance or options you could provide to help alleviate this situation.

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

Sincerely,
[Your Name]