

Request for Credit Card Payment Extension

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Credit Card Account Number: [Insert Account Number]

To Whom It May Concern,

I am writing to formally request a consideration for an extension on my upcoming credit card payment due on [Insert Due Date]. Due to [briefly explain reason, e.g., unexpected financial hardship, medical expenses, etc.], I am currently facing difficulties in making the payment on time.

In [mention any relevant past history, e.g., "the past, I have maintained a timely payment record, and I value my relationship with your institution."]. I would greatly appreciate your understanding in this matter, and I kindly request an extension until [insert proposed new payment date].

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]