

Request for 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 [Customer Service Department/Specific Person's Name],

I hope this message finds you well. I am writing to request an extension on my upcoming credit card payment due on [due date]. My account number is [Account Number].

Due to [brief explanation of circumstances, e.g., unexpected expenses, job loss], I am currently facing financial difficulties. I have always made my payments on time and value my relationship with your company.

I kindly ask for an extension of [number of days/weeks] on my payment, which would greatly assist me in managing my financial situation. I assure you that I am committed to fulfilling my obligations and will make the payment by [proposed new payment date].

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

Sincerely,

[Your Name]