# Payment Extension Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an extension on my upcoming payment originally due on [insert due date]. Due to [brief explanation of your situation], I am unable to meet the financial obligation by the current deadline.

I kindly request an extension until [proposed new payment date]. I believe this additional time will allow me to fulfill my responsibility without adverse impact.

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

Sincerely,

[Your Name]