

# Request for Extension of Electronic Funds Transfer Deadline

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company/Organization]

[Recipient's Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally request an extension on the deadline for the electronic funds transfer that is currently due on [Insert Original Deadline Date]. Due to [brief explanation of the reason for the request, e.g., unforeseen circumstances, technical difficulties], I have been unable to complete the transfer by the original deadline.

I kindly ask for an extension of [number of days/weeks you are requesting] to ensure that I can fulfill this commitment. I appreciate your understanding and support in this matter.

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

Sincerely,

[Your Name]