

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

[Recipient Name]  
[Recipient Title]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Request for Change of Payment Deadline

I hope this letter finds you well. I am writing to formally request a change in the payment deadline for [specific invoice, account, or service] originally due on [original due date].

Due to [brief explanation of the reason, e.g., unforeseen circumstances, temporary financial difficulties], I am unable to meet the specified deadline. I kindly ask for an extension of [number of days/weeks] to allow me to fulfill this obligation.

I appreciate your understanding and consideration in this matter. Please let me know if this extension can be accommodated or if further information is required to assist in your decision.

Thank you for your attention to this request. I look forward to your prompt response.

Sincerely,

[Your Name]  
[Your Title, if applicable]  
[Your Company/Organization, if applicable]