

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

[Recipient's Name]  
[Recipient's Title]  
[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 for my upcoming payment due on [original due date] for [specific invoice number or account detail].

Due to [brief explanation of circumstances, e.g., unexpected personal issues, financial hardship], I am unable to meet the original deadline. I would greatly appreciate your understanding and assistance in granting me an extension until [proposed new due date].

I assure you that I am committed to fulfilling my obligations and will make every effort to ensure that all outstanding payments are made by the new date.

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

Sincerely,

[Your Name]

[Your Job Title (if applicable)]

[Your Company Name (if applicable)]