

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Request for Extension on Lump Sum Payment

I hope this message finds you well. I am writing to formally request an extension for the lump sum payment initially due on [Original Due Date]. Due to [brief explanation of circumstances], I am unable to meet the original deadline.

I respectfully request an extension until [Proposed New Due Date] to allow me adequate time to fulfill this obligation. I am committed to ensuring that the payment is made in full, and I appreciate your understanding and support in this matter.

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

Sincerely,

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