

Sample Formal Letter Requesting Extension of Payment Deadline Due to Financial Hardship

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

[Recipient's Name]
[Recipient's Designation]
[Company/Organization Name]
[Company Address]
[City, State, ZIP Code]

Subject: Request for Extension of Payment Deadline Due to Financial Hardship

Dear [Recipient's Name],

I am writing to formally request an extension for the payment deadline of my account with your organization, pertaining to invoice/account number [Insert invoice/account number], originally due on [Original Due Date].

Unfortunately, I am currently experiencing unexpected financial hardship due to [briefly explain reason, e.g., loss of employment, medical emergency, or other relevant circumstances]. This has temporarily affected my ability to meet my financial obligations within the originally agreed timeframe.

I respectfully request an extension of [number of days/weeks] to make the payment in full. I am confident that this additional time will allow me to resolve my financial situation and honor my commitment. I assure you of my intention and responsibility to fulfill this obligation and would greatly appreciate your understanding and cooperation during this difficult period.

Please let me know if any supporting documentation or further information is required to process this request. I am willing to discuss a revised payment schedule or any other reasonable arrangement that would benefit both parties.

Thank you very much for your time and consideration. I look forward to your positive response.

Sincerely,
[Your Name]