

June 29, 2023

Contact Name
Address
Address2
City, State/Province
Zip/Postal Code

OBJECT: REQUEST FOR EXTENSION OF TIME

Dear [CONTACT NAME],

Our next [SPECIFY] payment will be due on [DATE].

Due to an unexpected emergency that has occurred, We will be unable to make this payment by the [DATE]. I am requesting an extension of [TIME] to make this payment.

If you review our file, I believe you will find that our company's payments have generally been made in a timely fashion. Our relationship with your bank is very important to us, as well as our desire to maintain a good credit rating.

Thank you very much for your consideration of this request.

Sincerely,

Your name
Your title
(800) 123-4567
youremail@yourcompany.com