

Financial Extension Request Letter

Subject: Request for Payment Deadline Extension

Dear [Bank/Financial Officer Name],

I am writing to request an extension on the payment for [Loan/Invoice Number] originally due on [Original Due Date]. Due to [Reason: financial hardship, delay in funds], I am unable to make the payment by the specified date.

I respectfully request an extension of [Number of Days/Weeks] to settle the payment. I assure you of my commitment to fulfill the obligation and appreciate your understanding.

Sincerely,

[Your Name]

[Contact Information]

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