[DATE]

Contact Name

Address

Address2

City

Zip/Postal Code

**RE: REQUEST FOR EXTENSION OF TIME**

Dear [CONTACT NAME]

According to the terms and conditions of the promissory note we signed on [DATE], we are obligated to tender payment in the amount of [AMOUNT] to you on [DATE].

I have just been informed that funds that were to be paid to us prior to the due date on the note have been delayed. Needless to say, this comes as a great disappointment to us. I have been assured, however, that these funds will be in our possession by [DATE].

I am requesting that the due date on the promissory note be extended for a period of [PERIOD] and just consideration for said extension be suggested by you.

I will look forward to your early response.

Kind regards,

[YOUR NAME]

[YOUR TITLE]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]