[DATE]

Contact Name

Address

Address2

City,

State/Province

Zip/Postal Code

**RE: Extension of Time**

Dear [CONTACT],

The next payment due is due on [DATE] of amount [AMOUNT].

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

If you examine your records, I believe that you will find that our company’s payments have generally been made in a timely fashion. Our close 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.

Kind Regards,

[YOUR NAME]

[YOUR TITLE]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]