

[Your Name]
[Your Address]
[Your Phone Number]
[Your Email Address]

[Date]

[Recipient Name or Department]
[Institution Name]
[Institution Address]

Subject: Request for Payment Extension Due to Pandemic-Related Financial Hardship

Dear [Recipient Name],

I am writing to formally request an extension on my [Type of Payment, e.g., mortgage, rent, loan] payment, which is currently due on [Due Date].

Due to the ongoing economic impacts of the pandemic, I have experienced significant financial hardship. Specifically, [mention reason, e.g., loss of employment, reduced working hours, or medical expenses]. As a result, I am currently unable to meet my full financial obligations by the scheduled deadline.

I am requesting an extension of [Number of Days/Months] to settle this balance. During this time, I plan to [mention solution, e.g., secure new employment, apply for government assistance].

I would appreciate it if you could also consider waiving any late fees or penalties associated with this delay given these extraordinary circumstances. I am committed to fulfilling my financial obligations and will keep you updated on my situation.

Please let me know if there are specific forms I need to complete or if you require additional documentation regarding my situation. I can be reached at [Your Phone Number] or [Your Email].

Thank you for your time and understanding.

Sincerely,

[Your Signature]

[Your Printed Name]
[Account Number, if applicable]