[DATE

Contact Name

Address

Address2

City,

State/Province

Zip/Postal Code

**RE: REQUEST FOR EXTENSION OF TIME**

Dear [CONTACT NAME]

As stated in the terms and conditions of the Promissory Note we signed on [DATE], we are obliged to tender payment in the amount of [AMOUNT] to you on [DATE].

I have just been notified that the money to be paid to us has been delayed. Needless to say, this comes as great displeasure to us. I have been guaranteed that we will have the funds to give payment 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 look forward to your early response.

Kind Regards,

[YOUR NAME]

[YOUR TITLE]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]