

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Return address:
Name
Address Line 1
Address Line 2
City, State Zip Code

Date

Name
Company
Address Line
City, State Zip Code

Re: Request for Extension of Time on Promissory Note

Dear :

I am requesting a one month extension of time on the promissory note I executed to your company. I have been unemployed for 2 months and I recently started a new position. If granted this extension, I will be able to pay all overdue amounts, plus pay one month in advance.

Please contact me at your earliest convenience to discuss my request.

Sincerely,

N A M E