

Request for Extension Response Letter

Subject: Response to Collection Letter

Dear [Recipient Name],

We have received your request regarding the overdue account [Account Number]. We understand the challenges you are facing.

We are willing to grant an extension until [New Date]. Kindly ensure the full payment is made by this date to avoid further action.

Thank you for your prompt attention to this matter.

Best regards,

[Sender Name]

[Title]

[Company Name]

Get more templates here: <https://www.lettersandtemplates.com/letters/collection-letter-response>