**Letter Asking for More Time to Settle An Account**

Learn to write professional letters asking for more time to settle the account in a very polite and convincing language. Here is a sample to help you draft a personalized letter asking the company to allow you to have some more time so that you can comfortably arrange for the due payments. Make sure you mention the extra time you need along with the amount which you need to pay. Keep your letter short and pleasant. Go through the format given for your reference.

**Sample for Letter Asking for More Time to Settle An Account**

Simon Technologies

1234 Richmond Street

New York

27th August, 2014

To:

Kenmart Computers,

52nd Park Avenue

New York

Dear Sir,

RE : OVERDUE ACCOUNT

This is in relation with the reminders on overdue account. I just read your reminders along with lawyer’s letter asking me to settle the overdue account of $ 1589.25. Please accept my apologies for not responding to your letters earlier as I was not in the city from the last one month because of some personal reasons.

At present, my financial situation is quite difficult and I have many other financial debts to pay. Seeing the present situations, I will not be able to clear your account at the moment. Thereby I have to ask you for a favor. Could you please allow me to have three more weeks to settle your account? I will be more than happy if you could let me have this period to come up with money to make the payment.

Thank you.

Yours sincerely,

Angel Simon

Manager