

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

[Date]

[Recipient Name or Department]
[Organization Name]
[Organization Address]

Subject: Request for Deadline Extension - Special Assessment Relief for [Property Address/Account Number]

Dear [Recipient Name],

I am writing to formally request an extension for the payment deadline regarding the special assessment billed on [Date Assessment was Issued]. The current deadline is scheduled for [Current Deadline Date].

I am requesting this extension due to [Briefly state reason: e.g., unexpected financial hardship, medical emergency, or natural disaster]. Because of these unforeseen circumstances, I am currently unable to meet the full payment by the original date.

I am requesting a new deadline of [Proposed Date] to fulfill this obligation. In the meantime, I am prepared to [Optional: offer a partial payment of \$XXX or provide documentation of hardship].

I value my standing with [Organization Name] and aim to settle this balance as soon as possible. Please let me know if there are specific forms I need to complete or if you require additional documentation to process this relief request.

Thank you for your time and for considering my request during this difficult time. I look forward to hearing from you soon.

Sincerely,

[Your Signature]

[Your Printed Name]