

# Payment Extension Agreement

A short agreement that moves a payment deadline to a new date, recording the new terms so a delay is agreed rather than a default.

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## 1. Reference to original agreement

Identifies the loan or payment being extended and its original due date.

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## 2. Amount extended

States the specific amount whose deadline is moving.

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## 3. New due date

The new agreed date by which payment must be made.

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## 4. Interest or fee

Any charge for the extra time, or confirmation there is none.

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## 5. No other changes

Confirms the rest of the original arrangement continues unchanged.

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## 6. Signatures

Both parties sign and date to make the extension binding.

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Signatures — A

\_\_\_\_\_  
Signatures — B

\_\_\_\_\_  
Witness signature

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_