

[Your Name]
[Your Position]
[Your Company Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Position]
[Recipient Company Name]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to discuss our current payment terms regarding the invoiced services we have received from [Service Provider/Company Name]. Given our ongoing partnership and the recent developments affecting our cash flow, I kindly request an extension of the payment terms for the current invoices.

We have always valued our relationship with [Recipient Company Name] and appreciate the quality of services provided. However, due to [briefly explain the reasons, e.g., unforeseen circumstances, slow market conditions, etc.], we are finding it challenging to meet the existing payment schedule.

Therefore, we would like to propose an extension of the payment terms to [desired payment timeline, e.g., 60 days instead of 30 days]. We believe this adjustment will help us manage our finances better while continuing to honor our commitments to your company.

Please let me know if this proposal is feasible, or if there are other options we can discuss. We are committed to maintaining our strong relationship and fulfilling our obligations moving forward.

Thank you for considering our request. I look forward to your prompt response.

Warm regards,
[Your Name]
[Your Position]
[Your Company Name]