

Notification of Extended Payment Window for Fees

Date: [Insert Date]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you that we understand your current financial situation and appreciate your commitment to fulfilling your obligations.

Therefore, we are pleased to offer you an extended payment window for the fees due. The new deadline for payment is [Insert New Due Date].

Please do not hesitate to reach out to us if you have any questions or require further assistance.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Contact Information]