

Request for Extended Payment Terms

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request extended payment terms for our ongoing business transactions. Due to [brief explanation of reason for request, e.g., cash flow challenges, significant project costs], we are seeking an adjustment to the current payment schedule.

We value our partnership and wish to ensure that we can continue to meet our obligations without compromising the quality of our services. We propose an extension of [specific terms you are requesting, e.g., 30 days, 60 days] to allow us to manage our resources more effectively.

Thank you for considering our request. I am happy to discuss this matter further and provide any additional information you may need. Please let me know a convenient time for you to talk.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]