

## **Subject: Request for Payment Extension**

Dear [Supplier's Name],

I hope this message finds you well. I am writing to request an extension on our upcoming payment due on [original due date] for invoice number [invoice number]. Due to unforeseen circumstances, we are experiencing temporary cash flow challenges and would greatly appreciate your understanding and support during this time.

We are committed to honoring our obligations and propose to extend the payment deadline to [proposed new due date]. We truly value our partnership with [Supplier's Company Name] and appreciate your consideration of our request.

Thank you for your understanding. Please let me know if you require any further information.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]