

Request for Adjustment in Payment Timeline

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an adjustment in the payment timeline for [specific service/product] that we discussed on [date of discussion]. Due to [brief explanation of reasons, e.g., unforeseen circumstances, cash flow issues], I am unable to meet the original payment deadline.

I respectfully ask for an extension until [proposed new date]. This would greatly assist in ensuring that I can fulfill my obligations without compromising our continued partnership.

Thank you for considering my request. I appreciate your understanding and look forward to your favorable response.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]