

Request for Extended Payment Terms

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Position]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request an extension of the payment terms for our current outstanding invoices. Due to [brief explanation of the reason, e.g., unforeseen expenses, cash flow issues, etc.], we are finding it challenging to meet the original deadlines.

We greatly value our partnership with [Recipient Company] and are committed to ensuring that we fulfill our financial obligations. We kindly ask if you would consider extending our payment terms to [proposed new terms, e.g., 60 days instead of 30 days]. This adjustment would greatly assist us in managing our cash flow effectively while continuing our business relationship.

Thank you for considering our request. We appreciate your understanding and support and look forward to your favorable response. Please let us know if you would like to discuss this matter further.

Sincerely,

[Your Name]

[Your Position]

[Your Company]