

Letter of Demand for Revised Payment Deadline

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request a revision of the payment deadline originally established in our agreement dated [insert date of original agreement]. Due to [briefly explain reason for request, e.g., unforeseen circumstances, budgetary constraints], I am unable to meet the agreed-upon deadline.

To avoid any disruptions and to ensure a smooth continuation of our dealings, I kindly ask for an extension of the payment deadline to [propose new deadline]. I believe this adjustment will benefit both parties and help maintain the positive working relationship we have developed.

I appreciate your consideration of this request and look forward to your favorable response. Should you require any further information or wish to discuss this matter, please do not hesitate to contact me at [your phone number] or [your email address].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position, if applicable]

[Your Company Name, if applicable]