Request for Payment Delay

To: [Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Date: [Current Date]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a delay in the payment due on [original payment date] for the amount of [amount owed]. Due to [brief explanation of the reason for the request], I am unable to meet the original deadline.

I respectfully ask for an extension of [number of days/weeks] until [new proposed payment date] to settle this payment. I assure you that this delay is temporary, and I am committed to fulfilling my obligation promptly.

Thank you for considering my request. Please let me know if you need any further information or if we can discuss this matter further.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]