

Request for Extended Payment Due Date

[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 hope this message finds you well. I am writing to formally request an extension on the payment due date for Invoice #[Invoice Number] originally due on [Original Due Date]. Due to [brief explanation of your circumstances, e.g., unforeseen expenses, cash flow issues], I am unable to meet the original payment deadline.

I kindly request an extension of [number of days/weeks] to settle this payment. This additional time would greatly assist me in fulfilling my financial obligations while ensuring that I can continue to maintain a positive relationship with your company.

I appreciate your consideration of my request and am optimistic that we can come to a mutually agreeable solution. Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you require any further information.

Thank you for your understanding and support.

Sincerely,

[Your Name]