

# Request for Payment Delay Approval

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an extension for the payment due on [insert due date] for invoice #[insert invoice number]. Due to [briefly explain reason for delay, e.g., unforeseen circumstances, financial difficulties], I am unable to meet the original deadline.

I sincerely apologize for any inconvenience this may cause and ask for your understanding in this matter. I am committed to fulfilling my obligations and propose an alternative payment date of [insert proposed date]. I believe this additional time will allow me to settle my account without compromising our relationship.

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

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization Name]

[Your Contact Information]