

Request for Extending Payment Deadline

Date: [Insert Date]

To,

[Recipient's Name]

[Recipient's Position]

[Company's Name]

[Company's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an extension on the payment deadline for [specific invoice or payment details] that was originally due on [original due date].

Due to [briefly explain reason for request, e.g., unforeseen circumstances, financial difficulties], I am unable to meet the initial deadline. Therefore, I kindly ask for an extension of [number of days/weeks] to allow sufficient time for me to fulfill this obligation.

I appreciate your understanding and consideration of my situation, and I assure you that I am committed to settling this payment at the earliest possible opportunity. Please let me know if you need any further information or if we can discuss this matter further.

Thank you for your attention to this request. I look forward to your favorable response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]