

Debt Extension Solicitation Letter

Date: [Insert Date]

[Your Name]
[Your Title]
[Your Company Name]
[Your Company Address]
[City, State, Zip Code]

[Recipient Name]
[Recipient Title]
[Recipient Company Name]
[Recipient Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request an extension of the current payment terms on the outstanding debt of [amount] that your company holds with us. We value our relationship and are committed to fulfilling our obligation.

The current terms require that repayment occurs by [insert current due date]. Due to [briefly explain reason for extension], we are unable to meet this deadline. We request an extension of [insert requested extension period], which will allow us to better manage our cash flow and ensure full repayment.

We believe that extending the terms will not only support our ongoing business relationship but will also facilitate a more structured and effective repayment plan. We are willing to discuss any potential adjustments to the terms that may be necessary during this extension period.

Thank you for considering our request. I am looking forward to your positive response. Please feel free to contact me at [your phone number] or [your email address] to discuss this matter further.

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]