

Request for Payment Period Extension

From: [Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Date: [Date]

To: [Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an extension on the payment period for [specific invoice number or description] due on [original due date]. Due to [brief explanation of reason, e.g., unforeseen circumstances, financial constraints], I am unable to meet the original deadline.

I kindly ask for an extension of [number of weeks/days] to allow me to fulfill the payment obligation. I value my relationship with [Company Name] and assure you that I am committed to making the payment as soon as possible.

Thank you for considering my request. I look forward to your understanding and support. Please feel free to contact me at your convenience to discuss this further.

Sincerely,

[Your Name]