

Request for Extended Payment Deadline

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company's Name]

[Company's 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 deadline for invoice [Invoice Number] originally due on [Original Due Date]. Due to [brief explanation of your reasons, e.g., unforeseen circumstances, financial difficulties], I am unable to meet the current deadline.

I kindly ask for an extension of [number of days/weeks] until [Proposed New Due Date]. I assure you that I am committed to fulfilling my obligation and appreciate your understanding in this matter.

Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]