

Request for Extended Payment Terms

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Company Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company]

[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 of our payment terms due to some recent challenges we have encountered related to our current location.

Due to [brief explanation of location challenges], our cash flow has been impacted. As a result, we kindly ask for an extension of our payment terms to [specific terms you are requesting, e.g., 60 days instead of 30 days].

We value our partnership and assure you that we are committed to fulfilling our obligations. An extended payment term would greatly assist us during this challenging time.

Thank you for considering our request. I am happy to discuss this matter further should you need any additional information.

Best regards,

[Your Name]

[Your Position]

[Your Company]