

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

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

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request an extension for the payment originally due on [original due date] for invoice [invoice number]. Due to [brief explanation of the reason for delay], I am unable to meet the stipulated deadline.

I kindly ask for an extension of [number of days/weeks] to fulfill this payment. I assure you that I am committed to settling this matter promptly and appreciate your understanding during this difficult time.

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

Sincerely,
[Your Name]