

# Deferred Payment Request Letter

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

[Recipient's Name]  
[Recipient's Title]  
[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 a deferred payment for the outstanding invoice [Invoice Number] dated [Invoice Date], which is due on [Due Date]. Due to [brief explanation of the reason, e.g., unforeseen circumstances, financial difficulties], I am unable to meet the payment deadline.

I kindly ask for an extension until [Proposed New Due Date] to fulfill this payment. I assure you that I am committed to settling this debt and appreciate your understanding and support during this time.

Thank you for your consideration. I look forward to your positive response.

Sincerely,  
[Your Name]