

Payment Extension Request for Overdue Invoice

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 am writing to request an extension on the payment due for invoice #[Invoice Number], which was due on [Original Due Date]. Due to [brief explanation of circumstance], I am unable to meet the current payment deadline.

I value our business relationship and am committed to settling this matter as soon as possible. I kindly ask for an extension of [number of days/weeks] to allow me to fulfill this obligation.

Thank you for considering my request. I look forward to your understanding and support. Please feel free to contact me if you require any further information.

Sincerely,

[Your Name]