Deferred Payment Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient's 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 a deferred payment arrangement for the invoice dated [insert invoice date] with invoice number [insert invoice number].

Due to [briefly explain your reason for requesting deferred payment], I am unable to make the payment by the original due date of [insert due date]. I respectfully request that the payment deadline be extended to [propose a new payment date].

I appreciate your understanding in this matter and am committed to fulfilling my financial obligations. Please let me know if this request can be accommodated, or if you need any additional information from my side.

Thank you for your consideration.

Sincerely,

[Your Name]