

Payment Extension Request

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Company Name]

[Recipient 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 of invoice #[Invoice Number], which is due on [Original Due Date]. Due to [brief explanation of the reason, e.g., unforeseen circumstances, cash flow issues], we are unable to meet the original deadline.

We kindly ask for an extension of [number of days/weeks requested] to ensure that we can settle the outstanding amount of [Invoice Amount] without compromising our ongoing commitments.

We value our relationship with [Recipient Company Name] and are committed to ensuring all obligations are fulfilled. Thank you for considering our request. We look forward to your understanding and support.

Please let us know if you need any further information or if there are forms that we should complete to formalize this request.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]