

Dear [Recipient's Name],

I hope this message finds you well. I am writing to sincerely apologize for the inconvenience caused by my request for an extension on the payment due for [specific invoice or service]. I understand the importance of timely payments and regret any complications my request may have created.

Due to unforeseen circumstances, I find myself in a position where I am unable to meet the original deadline. I kindly ask for your understanding and would greatly appreciate an extension of [number of days/weeks]. I assure you that I am committed to fulfilling my obligation and will make the payment promptly by the new agreed-upon date.

Thank you for considering my request. I appreciate your patience and assistance during this time. Please let me know if you need any additional information or if we can discuss this matter further.

Warm regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]