

# Request for Payment Extension

Date: [Insert Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an extension for the upcoming payment due on [Insert Due Date] regarding [Insert Invoice Number or Agreement Details].

Due to [briefly explain reason for requesting extension, e.g., unforeseen circumstances, cash flow issues], I am unable to meet the original payment deadline. I kindly ask for an extension of [number of days or specific new due date] to settle the amount due.

I appreciate your understanding and consideration of my request. Please let me know if there is any documentation I need to provide or if you require further information.

Thank you for your attention to this matter. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]