

Request for Payment Extension

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an extension on my upcoming payment due on [original due date] for invoice [invoice number]. Due to [brief explanation of circumstances causing delay], I am unable to meet the original deadline.

I kindly ask for an extension until [proposed new due date] to allow me sufficient time to settle the payment. I appreciate your understanding in this matter and assure you that I am committed to resolving this as swiftly as possible.

Thank you for considering my request. I look forward to your positive response.

Sincerely,
[Your Name]