

Request for Extended Payment Terms

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Recipient Name]

[Recipient Position]

[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 of payment terms for our account with [Recipient Company Name]. Due to [briefly explain reason, e.g., unexpected financial challenges, recent project changes], we are currently facing some cash flow constraints.

We value our relationship with [Recipient Company Name] and wish to be able to continue meeting our obligations. We kindly ask for an extension of our payment terms to [suggest new terms, e.g., 60 days instead of 30 days] for the next [specify duration, e.g., three months]. This adjustment would provide us with the necessary support to stabilize our finances and ensure timely payments in the future.

We appreciate your understanding in this matter and look forward to your positive response. Please feel free to reach out to me directly at [Your Phone Number] or [Your Email] if you have any questions or need further information.

Thank you for considering our request.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]