

# Payment Deadline Extension Confirmation

Date: [Insert Date]

Dear [Recipient's Name],

We are writing to confirm the extension of your payment deadline for invoice number [Insert Invoice Number]. The new payment deadline is now set for [Insert New Deadline Date].

Please ensure that the payment is processed by this date to avoid any late fees or interruptions in service.

If you have any questions or require further assistance, feel free to contact us at [Insert Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Company Address]

[Your Company Phone Number]