

Payment Extension Approval Notification

Dear [Recipient's Name],

We are pleased to inform you that your request for an extension on your payment due date has been approved. The new due date for your payment is [New Due Date].

Please ensure that the payment is made by this new date to avoid any late fees or penalties.

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

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]