

Payment Extension Request

Dear [Client's Name],

I hope this message finds you well. I am writing to formally request an extension for the payment due on [invoice number or project name] originally scheduled for [original due date].

Due to [brief explanation of your circumstances], I am unable to meet the current deadline. I respectfully request an extension of [number of days/weeks needed] to allow me to fulfill this obligation.

I understand the importance of timely payments and assure you that I am committed to resolving this matter. I appreciate your consideration of my request and look forward to your understanding response.

Thank you for your support.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]