

Letter of Demand for Payment Due Date Extension

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Request for Extension on Payment Due Date

I hope this letter finds you well. I am writing to formally request an extension on the payment due date for invoice number [Invoice Number], which is currently due on [Original Due Date]. Due to unforeseen circumstances, I am unable to make the payment by the scheduled date.

I kindly ask for an extension of [number of days/weeks you are requesting] to allow me the necessary time to fulfill this obligation. I appreciate your understanding and consideration in this matter.

Thank you for your attention to this request. I look forward to your positive response.

Sincerely,

[Your Name]