

# Inquiry Regarding Payment Deadline Extension

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally inquire about the possibility of extending the payment deadline for [specific invoice or payment description]. Due to [brief explanation of the reason for the request], I am unable to fulfill the payment by the original deadline of [original deadline date].

Would it be possible to extend the deadline to [proposed new deadline]? I appreciate your understanding and consideration of this matter.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]