

Request for Payment Deadline Extension

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an extension for the payment deadline originally set for [insert original deadline date]. Due to [briefly explain reason, e.g., unforeseen circumstances, financial constraints], I am unable to meet the current deadline.

We value our relationship and are committed to meeting our obligations. Therefore, I kindly ask for an extension of [insert requested extension period, e.g., two weeks] to ensure we can fulfill the payment without compromising our standards.

Thank you for considering my request. I am hopeful for your understanding and support in this matter. Please feel free to reach out if you need any further information.

Warm regards,

[Your Name]

[Your Position]

[Your Company/Organization Name]

[Your Contact Information]