

# Request for Payment Due Date Extension

Your Name  
Your Address  
City, State, Zip Code  
Email Address  
Phone Number  
Date

Recipient's Name  
Company 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 on the due date for my payment originally scheduled for [Original Due Date], due to [brief explanation of your reasons].

I truly value our business relationship and want to ensure that I meet my obligations. Therefore, I kindly request an extension of [number of days/weeks you need] to allow me to process the payment effectively.

Thank you for considering my request. I look forward to your understanding and support. Please let me know if you need any further information.

Warm regards,  
[Your Name]