

# Request for Payment Deadline Postponement

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Position]

[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 a postponement of the payment deadline for invoice #[Invoice Number], originally due on [Original Due Date]. Due to [brief explanation of the reason, e.g., unforeseen circumstances, financial difficulties], I am unable to meet the current deadline.

To continue our positive working relationship, I kindly ask for an extension of [number of weeks/days] until [Proposed New Due Date]. This additional time would greatly assist me in fulfilling my payment obligations.

I appreciate your consideration of this request and am willing to discuss any further details or arrangements necessary. Thank you for your understanding and support.

Sincerely,

[Your Name]

[Your Position, if applicable]