

Request for Extended Payment Timeline

Date: [Insert Date]

To: [Recipient's Name]

Company: [Recipient's Company]

Address: [Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an extension on the payment timeline for [specify the invoice number or agreement details]. Due to [briefly explain the reason, e.g., unforeseen circumstances, financial challenges], I am currently unable to meet the original payment deadline of [insert original due date].

In light of this situation, I kindly request an extension of [insert number of days/weeks you need], which I believe will provide me with sufficient time to arrange for the payment. I assure you that I am committed to fulfilling my obligations and will prioritize this matter.

Thank you for considering my request. I greatly appreciate your understanding and support. Please feel free to contact me at [your phone number] or [your email address] for any further discussion.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Address]