

Payment Extension Appeal Rejection

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

Thank you for your recent request for an extension on your payment due for invoice #[Invoice Number]. After careful consideration, we regret to inform you that we are unable to grant an extension at this time.

We understand that financial situations can change, and we encourage you to reach out to discuss alternative arrangements or payment plans that may be more suitable for your current circumstances.

We appreciate your understanding and cooperation. If you have any questions or need further assistance, please do not hesitate to contact us at [Your Contact Information].

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[Your Phone Number]

[Your Email]