

# Payment Extension Request

Date: [Insert Date]

From: [Your Company Name]

To: [Recipient Company Name]

Address: [Recipient Company Address]

Dear [Recipient's Name],

We hope this message finds you well. We are reaching out to request an extension on the payment due for Invoice #[Invoice Number], which is currently scheduled for payment on [Original Due Date]. Due to [brief explanation of the circumstances causing the delay], we kindly ask if it would be possible to extend the payment deadline to [Proposed New Due Date].

We value our relationship with [Recipient Company Name] and are committed to fulfilling our obligations. We assure you that this request is made with careful consideration, and we are taking necessary steps to ensure timely payment by the revised date.

Thank you for your understanding and support. We look forward to your positive response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]