

# Request for Invoice Payment Extension

Date: [Insert Date]

To: [Recipient's Name]

[Company's Name]

[Company's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an extension on the payment due for Invoice #[Invoice Number], originally due on [Original Due Date]. Due to [brief explanation of reason, e.g., unforeseen circumstances], I am unable to meet the original payment deadline.

I kindly ask for an extension of [number of weeks/days you require] to complete the payment. I assure you that this request is purely due to [mention reason again briefly], and I am committed to fulfilling this obligation as soon as possible.

Please let me know if this extension can be accommodated. I appreciate your understanding and support during this time.

Thank you for considering my request. I look forward to your favorable response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]