

Request for Extension on Overdue Invoice Payment

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Company Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an extension for the payment of invoice #[Invoice Number], which was due on [Original Due Date].

Due to [brief explanation of circumstances], I am unable to fulfill the payment by the original date. I apologize for any inconvenience this may cause and assure you that I am committed to resolving this matter promptly.

I kindly request an extension of [number of days/weeks] to settle this invoice. I am confident that this additional time will allow me to make the necessary payment.

Thank you for your understanding and support. I appreciate your consideration of my request and look forward to your favorable reply.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Phone Number]

[Your Email Address]