

Formal Request for Invoice Payment Extension

[Your Name]
[Your Position]
[Your Company Name]
[Your Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Date]

[Recipient Name]
[Recipient Position]
[Recipient Company Name]
[Recipient Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

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

Due to [brief explanation of reason for request, e.g., unexpected financial circumstances], I am unable to make the payment by the original due date. I kindly ask for an extension of [Number of Days/Weeks] to allow for the necessary arrangements.

I apologize for any inconvenience this may cause and appreciate your understanding in this matter. I assure you that I am committed to fulfilling this obligation and will prioritize the payment within the extended timeframe.

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

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]