

# Invoice Payment Postponement Request

To: [Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Date: [Current Date]

Dear [Recipient's Name],

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

I kindly ask if it would be possible to extend the payment deadline to [Proposed New Due Date]. I assure you that I am committed to settling this invoice and appreciate your understanding in this matter.

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

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]