

[Your Name]  
[Your Position]  
[Your Company]  
[Your Email]  
[Your Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Position]  
[Recipient's Company]  
[Recipient's Email]

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], which was originally due on [Original Due Date].

Due to [brief explanation of circumstances, e.g., unforeseen circumstances, budgetary constraints], I am unable to fulfill the payment by the stipulated date. I kindly ask for an extension until [Proposed New Due Date] to settle the outstanding amount.

I appreciate your understanding and consideration of my request. Please let me know if you require any further information or if we can discuss this matter further.

Thank you for your attention to this matter.

Sincerely,  
[Your Name]