

Request for Additional Time on Invoice Payment

Date: [Insert Date]

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

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

Dear [Recipient Name],

I hope this message finds you well. I am writing to kindly request an extension on the payment of invoice #[Invoice Number], which is due on [Original Due Date]. Due to [brief explanation of the circumstances, e.g., unexpected financial difficulties, delays in revenue, etc.], I am unable to meet the original payment deadline.

I greatly value our business relationship and assure you that I am committed to fulfilling my obligations. I respectfully ask for an extension of [number of days/weeks] to complete the payment, suggesting a new due date of [Proposed New Due Date]. I appreciate your understanding and consideration of my request.

Please let me know if this request can be accommodated. I am open to discussing this matter further and finding a suitable solution that works for both parties.

Thank you for your attention to this matter. I look forward to your response.

Sincerely,

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