

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

Recipient's Name
Recipient's Position
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 of the payment terms for Invoice #[Invoice Number], which is due on [Original Due Date]. Due to [brief explanation of the reason for the request], we are currently facing challenges that may impact our ability to make the payment by the original deadline.

We greatly value our relationship with [Recipient's Company Name] and wish to continue our partnership without any disruptions. Therefore, I kindly ask if it's possible to extend the payment terms by [number of days/weeks] until [new proposed due date]. I believe this additional time will allow us to ensure full payment without compromising our commitments.

Thank you for considering my request. I appreciate your understanding and look forward to your reply.

Sincerely,
[Your Name]
[Your Position]
[Your Company Name]