

Request for Leniency on Invoice Payment Due Date

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request leniency regarding the payment due date for Invoice #[Invoice Number], which is currently due on [Due Date].

Due to [brief explanation of circumstances, e.g., unexpected financial difficulties, delays in receiving payments from clients], I am unable to meet the original payment timeline. I sincerely apologize for any inconvenience this may cause and assure you that I am committed to fulfilling our financial obligations.

I would greatly appreciate it if you could extend the payment due date to [Proposed New Due Date]. This extension would provide me with the necessary time to ensure the payment is processed without delay.

Thank you for considering my request. I value our partnership and am eager to maintain a positive relationship. Please let me know if you need any additional information or documentation to support my request.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]