

# Invoice Extension Acknowledgment

Date: [Insert Date]

To: [Client's Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

We acknowledge receipt of your request for an extension of the invoice due date for [Invoice Number]. We value your partnership and appreciate your communication regarding the continuation of services.

We are pleased to confirm that the new due date for the invoice will be [New Due Date]. Please ensure that the payment is processed by this date to avoid any interruptions in service.

If you have any questions or require further assistance, please do not hesitate to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]