

# Invoice Extension Agreement

Date: [Insert Date]

To: [Client Name]

[Client Address]

[City, State, Zip]

Dear [Client Name],

We hope this message finds you well. We are writing to formalize an agreement regarding the extension of the payment deadline for Invoice #[Invoice Number], originally due on [Original Due Date].

After our recent discussions, we are pleased to offer an extension of the due date to [New Due Date]. This extension is granted to provide you with flexibility during this time.

All other terms and conditions remain unchanged. Please confirm your acceptance of this extension by signing below.

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]

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Client Signature: \_\_\_\_\_

Date: \_\_\_\_\_