

Invoice Extension Agreement

Date: [Insert Date]

To,
[Client's Name]
[Client's Address]
[City, State, Zip Code]

Subject: Invoice Extension Agreement for Project Delay

Dear [Client's Name],

We hope this message finds you well. We are writing to discuss an extension of the payment terms for Invoice #[Invoice Number] due to the unforeseen delay in the project timeline associated with [Project Name].

As you are aware, the original deadline for the project was [Original Deadline]. However, due to [briefly explain reason for delay], we now anticipate the completion date to be [New Completion Date].

To accommodate this change, we propose an extension for the payment due date of the aforementioned invoice to [New Due Date]. We believe this extension will allow for a smoother transition and ensure that all parties are aligned.

Kindly confirm your acceptance of this extension by signing below and returning a copy to us at your earliest convenience. If you have any questions or require further discussion, please do not hesitate to reach out.

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

Agreed and Accepted by:

[Client's Name]
[Client's Position]
[Client's Company Name]
Date: _____