

Invoice Extension Agreement for Special Circumstances

Date: [Insert Date]

From: [Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email]
[Your Phone Number]

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

Dear [Client's Name],

We hope this message finds you well. We are writing to formally request an extension on the invoice due date for Invoice # [Invoice Number], originally due on [Original Due Date].

Due to [mention special circumstances], we kindly ask for an extension of [number of days/weeks] to facilitate the timely processing of payment. We appreciate your understanding and support during this time.

If you agree to this extension, please provide your written consent by signing below.

Agreed and Accepted:

[Client's Name]
[Date]

Thank you for your attention to this matter. We look forward to your prompt response.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]