

Invoice Extension Confirmation

Date: [Insert Date]

To: [Client's Name]

Company: [Client's Company]

Address: [Client's Address]

Dear [Client's Name],

We are writing to confirm the extension of the invoice due date for Invoice #[Invoice Number]. As per our recent discussion, the new due date is now set for [New Due Date].

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

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]