

Invoice Extension Proposal for Business Continuity

Date: [Insert Date]

To: [Client's Name]

[Client's Company]

[Client's Address]

Dear [Client's Name],

We hope this message finds you well. In light of recent developments impacting our ongoing projects, we would like to propose an extension on the current invoice #[Invoice Number], originally due on [Due Date]. This extension aims to ensure business continuity and maintain the quality of service we provide.

We propose extending the payment deadline to [Proposed New Date], which would allow us to effectively manage our resources and fulfill our commitments to your esteemed organization without disruption.

We appreciate your understanding and support during this time and are confident that this extension will benefit both parties. Please let us know if you have any questions or if there is any further information we can provide.

Thank you for your consideration.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Phone Number]

[Your Email Address]