

Invoice Extension Request

Date: [Insert Date]

To: [Recipient's Name]

Company: [Recipient's Company Name]

Address: [Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an extension for the payment terms related to Invoice #[Insert Invoice Number], which is due on [Insert Due Date].

Due to [brief explanation of circumstances, e.g., unexpected expenses, cash flow issues], I kindly ask for an extension of [number of days/weeks/months] to make the necessary payment. I believe this will allow me the time needed to ensure that the payment is made in full.

I appreciate your understanding in this matter and look forward to your favorable response. If you require any additional information or wish to discuss this further, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your consideration.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Address]

[Your Phone Number]

[Your Email Address]