

Invoice Payment Extension Notification

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you that the payment deadline for Invoice #[Invoice Number], originally due on [Original Due Date], has been extended to [New Due Date].

This extension has been granted due to [Reason for Extension]. We understand that circumstances may arise that can affect timely payments, and we appreciate your understanding in this matter.

Please ensure that the payment is processed by the new due date to avoid any late fees. If you have any questions or need further assistance, feel free to reach out to us.

Thank you for your prompt attention to this matter.

Best regards,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]