

To: [Recipient Name]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Date: [Current Date]

Dear [Recipient Name],

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

Due to unforeseen financial hardship, I am currently unable to meet the payment deadline. [Briefly explain your situation, e.g., loss of income, medical expenses, etc.]. I am committed to fulfilling my obligations and would greatly appreciate any consideration you can provide in allowing an extension of [number of days/weeks].

Thank you for your understanding and support during this difficult time. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Company Name]

[Your Contact Information]