

Request for Invoice Payment Agreement Extension

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company's Name]

[Company's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an extension for the payment agreement related to Invoice #[Invoice Number] issued on [Invoice Date]. Due to [reason for the extension request, e.g., unforeseen financial challenges, unexpected expenses], we are unable to meet the original payment deadline of [Original Due Date].

We value our partnership and appreciate your understanding of our situation. We kindly request an extension until [Proposed New Due Date], by which time we expect to be in a position to fulfill our payment obligations.

Thank you for considering our request. We hope to continue our positive relationship and appreciate your assistance during this time. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you have any questions or need further information.

Warm regards,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]