

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date: [Insert Date]

Recipient Name
Company Name
Company Address
City, State, Zip Code

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an extension for the settlement of Invoice #[Invoice Number] originally due on [Original Due Date]. Due to [brief explanation of circumstances, e.g., unforeseen circumstances, financial difficulties], I am unable to meet the payment deadline.

I kindly ask if you could extend the payment deadline to [Proposed New Due Date]. I believe this additional time will enable me to settle the invoice without further complications.

Thank you for considering my request. I appreciate your understanding and support during this time. Please let me know if you require any further information.

Best regards,
[Your Name]