

# Invoice Payment Deadline Extension Request

Date: [Insert Date]

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

To: [Recipient's 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 payment deadline regarding invoice number [Invoice Number], which is currently due on [Original Due Date]. Due to [specific reason for extension], I am unable to meet the original deadline.

Therefore, I kindly request an extension of [number of days/weeks] to fulfill the payment. I appreciate your understanding and consideration of my situation.

Thank you for your attention to this matter. I look forward to your favorable response.

Sincerely,

[Your Name]  
[Your Position/Title]  
[Your Company Name]