

Invoice Payment Reschedule Request

Date: [Insert Date]

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

To: [Recipient's Name]
[Recipient's Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a reschedule of the payment for invoice #[Invoice Number], originally due on [Original Due Date]. Due to [brief explanation of the reason, e.g., unforeseen circumstances], I am unable to meet the original deadline.

I kindly ask if it would be possible to extend the payment deadline to [Proposed New Due Date]. I appreciate your understanding and flexibility in this matter.

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

Sincerely,

[Your Name]
[Your Job Title]
[Your Company Name]