

Invoice Payment Timeline Adjustment

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you of an adjustment to the payment timeline for Invoice #[Invoice Number], originally due on [Original Due Date].

Due to [Reason for Adjustment], we propose extending the payment deadline to [New Due Date]. We believe this adjustment will provide you with the necessary time to complete the payment without any inconvenience.

If you have any questions or concerns regarding this change, please do not hesitate to reach out to us at [Your Contact Information]. We appreciate your understanding and cooperation in this matter.

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Company Address]

[Your Contact Information]