

Invoice Deadline Extension Request

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[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 submission of Invoice #[Invoice Number], originally due on [Original Due Date]. Due to [brief reason for request], I am unable to meet the initial deadline.

Therefore, I would greatly appreciate it if you could grant an extension until [Proposed New Due Date]. I assure you that I will prioritize this matter and submit the invoice promptly by the new date.

Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]