

# Subject: Request for Invoice Payment Extension

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about a potential extension for the payment of invoice #[Invoice Number], which is currently overdue as of [Original Due Date]. Due to unforeseen circumstances, we are experiencing temporary financial difficulties and are unable to meet the original payment timeline.

We value our partnership and are committed to fulfilling our obligations. We kindly request an extension of [number of days/weeks] to allow us the necessary time to secure the funds to settle the outstanding balance.

Thank you for considering our request. We appreciate your understanding and support. Please let us know if you require any further information or if we can discuss this matter at your convenience.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company]  
[Your Contact Information]