

# Request for Invoice Due Date Change

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Position]

[Recipient Company Name]

[Recipient Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request a change in the due date of the invoice [Invoice Number] dated [Invoice Date]. The current due date is set for [Current Due Date].

Due to [brief explanation of the reason, e.g., cash flow issues, unforeseen circumstances], I would like to request an extension of the due date to [Proposed New Due Date].

I appreciate your understanding and consideration in this matter. Please let me know if you require any further information or if we can discuss this request in more detail.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]