

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

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

Dear [Recipient's Name],

Subject: Request for Extension of Payment Due Date

I hope this message finds you well. I am writing to formally request an extension on the payment due date for [Invoice Number/Account Number], which is currently due on [Original Due Date].

Due to [briefly explain the reason, e.g., unforeseen financial circumstances, unexpected expenses], I am unable to meet the current deadline. I kindly ask for your consideration in extending the due date to [Proposed New Due Date].

I appreciate your understanding in this matter and assure you that I am committed to fulfilling my obligation. Thank you for considering my request. I look forward to your favorable response.

Warm regards,

[Your Name]
[Your Job Title, if applicable]
[Your Company Name, if applicable]