

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

[Recipient Name]
[Recipient Title]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request an extension on the payment timeline for [specific payment or invoice number] originally due on [original due date].

Due to [brief explanation of circumstances, e.g., unforeseen financial challenges, unexpected expenses], I am unable to meet the current deadline. I greatly value our relationship and am committed to fulfilling my obligations.

I kindly ask if you would consider extending the payment deadline to [proposed new due date]. This additional time would allow me to address my current circumstances and ensure that I can provide the full payment. Thank you for considering my request. I appreciate your understanding and look forward to your prompt response.

Sincerely,

[Your Name]
[Your Title/Position, if applicable]
[Your Company Name, if applicable]