[COMPANY NAME]

[ADDRESS]

[CITY, STATE, ZIP CODE]

[DATE]

**Subject: Request for Approval of Payment Extension**

Dear [Recipient’s Name],

I am writing to formally request approval for an extension on the payment of [INVOICE NUMBER/ACCOUNT REFERENCE], originally due on [DUE DATE]. Due to [*briefly explain reason, e.g., unforeseen cash flow challenges or operational delays*], we are unable to meet the original deadline and kindly seek an extension.

**Proposed Payment Extension Details**

* **Invoice Number**: [INVOICE NUMBER]
* **Original Due Date**: [DUE DATE]
* **Proposed New Payment Date**: [PROPOSED DATE]
* **Outstanding Amount**: [AMOUNT]

We understand the importance of maintaining timely payments and assure you that this request is an exception due to the circumstances outlined above. To avoid further disruptions, we are also taking the following steps to address the underlying issues:

* [*Mention any specific actions, e.g., implementing cost controls, adjusting operational priorities*].

If there are alternative arrangements or terms that could better facilitate this extension, we are open to discussing them. Please let us know if additional information is needed to process this request.

For any questions or clarifications, please contact me directly at [Email Address/Phone Number].

Thank you for your understanding and consideration. We value our relationship and are committed to resolving this matter promptly.

Yours sincerely,

……………………………………………………….

[NAME]

[TITLE/POSITION]