

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

[Recipient Name]
[Recipient Title/Position]
[Recipient Company Name]
[Recipient Company Address]
[City, State ZIP Code]

Dear [Recipient Name],

Subject: Request for Extended Payment Terms Due to Financial Hardship

I am writing on behalf of [Your Company Name] regarding our recent invoices (Invoice Numbers: [Insert Invoice Numbers]) currently due on [Due Date(s)]. We greatly value our longstanding business relationship and appreciate the support and understanding you have extended to us over the years.

Unfortunately, our company is currently experiencing unexpected financial difficulties due to [briefly explain the cause of hardship, e.g., "a significant downturn in sales as a result of recent economic conditions" or "supply chain disruptions impacting our cash flow"]. As a result, we are finding it challenging to meet our current payment obligations within the standard terms.

In light of these circumstances, we respectfully request an extension of our payment terms for the outstanding invoices. We kindly propose a revised payment schedule as follows:

- Payment of [First installment amount] by [First installment due date]
- Subsequent payments of [Subsequent installment amount] every [frequency-e.g., month] until the balance is paid in full by [Estimated final payment date]

Please be assured that we are making every possible effort to stabilize our financial situation and are committed to resuming our regular payment schedule as soon as possible. We sincerely apologize for any inconvenience this may cause and hope for your understanding and support during this challenging period.

If you require any additional information or documentation regarding our current situation, please let us know. We are open to discussing alternative arrangements that may better suit your company's policies.

Thank you very much for your consideration. We truly value your partnership and look forward to your positive response.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]

