

June 29, 2023

Contact Name
Address
Address2
City, State/Province
Zip/Postal Code

OBJECT: DEMAND FOR EXTENSION OF PAYMENT DATE

Dear [CONTACT NAME],

This will acknowledge our telephone conversation of this date. As was stated in our letter dated [DATE], we should be receiving our financing by [DATE].

In view of the above, we would appreciate your extending the date for our payment of the account until [DATE]. This will enable us to make sure that all of the appropriate documents have been prepared.

We appreciate your courtesies, past and present. It has been a pleasure doing business with your company and we look forward to years of pleasant associations.

Sincerely,

Your name
Your title
(800) 123-4567
youremail@yourcompany.com