

ABC CONTRACTORS

123 Any Street
Anytown, US 00000
555-555-5555

Date

Name

Address

City, State Zip

Dear ,

I am writing to formally request an extension for payment of the bill in the amount of \$. Because a check from a client on which we were dependent for making payment to you has been delayed until , we, too, must ask for additional time. We sincerely hope this request does not inconvenience you; please advise if you feel you cannot comply and we will seek some other solution.

Thank you.

Name

Title