

Notice of Extension of Payment Due Date

Date:

To:

Address:

Dear ,

We would like to inform you that your payment due date for the following account/invoice has been extended as per your request or our policy consideration:

- Account/Invoice Number:
- Original Due Date:
- New Due Date:
- Amount Due:

Please ensure that the payment is made on or before the new due date to avoid any penalties or service interruptions.

If you have any questions or concerns, please contact us at .

Sincerely,