[DATE]

Contact Name

Address

Address2

Country

City /Province

/Postal Code

**RE: ACCEPTANCE OF REQUEST FOR EXTENSION OF TIME**

Dear [CLIENT NAME],

We would like to thank you for outlining the reason behind your request for an extension of time to remit you payment of invoice [NUMBER].

Your transparency and honesty are greatly appreciated, and we have now noted that your payment will be made on [DATE].

You have been a loyal customer and we sincerely hope that this gesture relieves some strain from your current situation.

Kind regards,

[NAME]

[TITLE]

[CONTACT NUMBER]

[COMPANY EMAIL]