[DATE]

Contact Name

Address

Address2

City,

State/Province

Zip/Postal Code

**RE: DEMAND FOR EXTENSION OF PAYMENT DATE**

Dear [CONTACT NAME],

This letter is in acknowledgement of our telephone conversation dated [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 great pleasure doing business with your company, and we look forward to many years of pleasant associations.

Kind Regard,

[YOUR NAME]

[YOUR TITLE]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]