

## Letter to Deny a Payment Extension Request

**This package contains:**

1. Instructions & Checklist for Letter to Deny a Payment Extension Request
2. Letter to Deny a Payment Extension Request

## Instructions & Checklist for Letter to Deny a Payment Extension Request

- This package contains (1) Instructions & Checklist for a Letter to Deny a Payment Extension Request; and (2) Letter to Deny a Payment Extension Request;
- This form is designed to assist you in drafting a letter to deny a request for an extension on payment terms..
- Be sure to include any “enclosures” mentioned in the letter. If there are no “enclosures” you may delete “Enclosure” from the bottom of the letter.
- Be sure to sign the letter and to make a copy before sending it out.
- Bracketed instructions may be included on this form to assist you in completing it and should be removed before printing. Generally in Microsoft Word, you can click on the bracketed instruction and start typing.
- These forms are not intended and are not a substitute for legal advice. These forms should only be a starting point for you and should not be used without consulting with an attorney first. An attorney should be consulted before negotiating any document with another party.
- The purchase and use of these forms, is subject to the Disclaimers and Terms of Use found at [findlegalforms.com](http://findlegalforms.com).

[Your Name]  
[Street Address]  
[City, State ZIP Code]  
[phone number - optional]  
[email address - optional]

November 9, 2010

[Name of Recipient]  
[Title]  
[Company Name]  
[Street Address]  
[City, State ZIP Code]

Ref: [Invoice Number]

Dear [Name of Recipient]:

Thank you for contacting us to request an extension on the payment terms for the  
aforementioned invoice.

While I can certainly understand that there are sometimes extenuating circumstances that  
require an extension, I am unable to accommodate your request at this time. Our  
company fulfilled our end of the transaction, and I must insist that you pay per the terms  
of our agreement. For your convenience, I have enclosed a duplicate copy of your  
invoice.

Thank you, in advance, for your prompt attention to this matter.

Sincerely,

[Your Name]  
[Title if any or delete if none]

Enclosure