**LETTER TO VENDOR FOR EXTENSION IN TIME TO MAKE PAYMENT**

RE: Request for an extension of payments

Dear Name of Vendor or Lender:

Kindly refer to our order no: ——— dated [date] for the supply of [Product name].

We have large consignment of [product name] already in are shop/factory as the same could not be used for manufacturing due to the lockdown due to COVID-19 and sold in the market.

We shall, therefore, feel obliged if you will please give us an extension of time up to \_\_\_\_\_\_\_\_\_to make payment for the above referred order that was due on \_\_\_\_\_\_\_\_\_.

We realize that this will upset your arrangements for the monies due but we are sure you will accommodate us in the circumstances arising due to COVID-19.

Assuring you of our best co-operation.

Yours faithfully,