

Subject: Outstanding Payment and Service Continuation

Date: August 1, 2022

From: John Smith (CEO, ABC Ltd.)

To: Jane Doe (CTO, XYZ Corp.)

Dear Ms. Doe,

We acknowledge the outstanding payment and apologize for the delay. Due to unforeseen financial challenges, we are requesting an extension of 30 days to complete the payment. We appreciate your understanding and request that service be continued during this period.

Please confirm receipt of this message and whether the extension is acceptable.

Best regards,
John Smith
CEO, ABC Ltd.