

# Letter of Explanation for Deferred Payment

Date: [Insert Date]

To: [Stakeholder's Name]

[Stakeholder's Address]

Dear [Stakeholder's Name],

We hope this letter finds you in good health and spirits. We are writing to inform you about a temporary adjustment regarding the payment schedule for [specific payment or project]. Due to [briefly explain reason, e.g., unforeseen circumstances, cash flow issues], we find it necessary to defer the payment initially scheduled for [original payment date].

We understand the importance of timely payments and appreciate your patience and understanding in this matter. We are committed to fulfilling our obligations and have outlined a new payment timeline below:

- New Payment Date: [insert new payment date]
- Amount Due: [insert amount]

We are taking steps to ensure that our financial situation is addressed and do not anticipate further delays. We value your partnership and support during this time.

If you have any questions or need further clarification, please do not hesitate to reach out to me directly at [your contact information].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]