

Letter of Explanation for Late Payment

Date: [Insert Date]

To: [Recipient's Name]

[Institution's Name]

[Institution's Address]

Dear [Recipient's Name],

I am writing to explain the circumstances surrounding the late payment of my tuition fees for the [Specify Term/Year] at [Institution's Name]. I sincerely apologize for any inconvenience this may have caused.

Due to [briefly explain your reason, e.g., unexpected medical expenses, job loss, or other financial hardships], I was unable to make the payment by the original deadline of [insert deadline date]. I understand the importance of meeting financial obligations and assure you that this situation is not typical for me.

I am currently working to resolve my financial situation and have set a new date of [insert new payment date] by which I will ensure that the outstanding balance is settled. I greatly appreciate your understanding and support during this difficult time.

Thank you for your consideration. Please let me know if there are any forms or processes I need to complete to avoid further complications regarding my enrollment.

Sincerely,

[Your Name]

[Your Student ID]

[Your Contact Information]