

Late Payment Explanation

Date: [Insert Date]

To: [Recipient Name]

Address: [Recipient Address]

Dear [Recipient Name],

I hope this message finds you well. I am writing to inform you about the delayed payment regarding my installment plan for [Product/Service Name]. I sincerely apologize for this inconvenience and would like to explain the circumstances surrounding the situation.

Due to [briefly explain reason for late payment, e.g., unexpected medical expenses, job loss], I was unable to meet the payment deadline on [insert due date]. However, I am taking steps to rectify this situation by [mention any measures taken, such as finding additional work, budgeting, etc.].

I am committed to fulfilling my payment obligations and anticipate making the payment of [insert payment amount] by [insert new payment date]. I kindly request your understanding and support during this difficult time.

Thank you for your attention to this matter. Please feel free to reach out if you have any questions or require further information.

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]