

Late Payment Explanation Letter

Date: [Insert Date]

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Recipient's Name]
[Recipient's Company Name]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to explain the delayed payment for invoice #[Invoice Number] which was due on [Due Date].

Unfortunately, [brief explanation of the reason for the late payment, e.g., unforeseen circumstances, cash flow issues, etc.]. I value our relationship and the services provided, and I apologize for any inconvenience this may have caused.

To rectify this, I have scheduled the payment to be processed by [New Payment Date]. I appreciate your understanding and patience regarding this matter.

Thank you for your continued support. If you have any questions or need further clarification, please feel free to reach out.

Sincerely,

[Your Name]
[Your Position, if applicable]
[Your Company Name, if applicable]