

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to explain the recent missed payment due on [insert date]. Due to the transition to remote operations, there have been unforeseen challenges that impacted my ability to process payments on time.

Specifically, [briefly explain the reason, e.g., "access to necessary financial software was limited during the transition, which delayed my usual payment schedule"]. I understand the importance of timely payments and sincerely apologize for any inconvenience this may have caused.

I am taking immediate steps to ensure this does not happen again, including [mention any measures you are implementing]. I appreciate your understanding and support during this transition period.

Thank you for your attention to this matter, and I look forward to resolving any outstanding issues promptly.

Warm regards,

[Your Name]