

Payment Delay Justification Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to inform you about a delay in the payment owed to [Recipient Company] for [Specify Invoice or Service], which was due on [Original Due Date].

Unfortunately, due to [brief explanation of the reason for the delay, e.g., unforeseen expenses, cash flow issues, etc.], we are unable to make the payment by the aforementioned due date.

We value our relationship with [Recipient Company] and assure you that we are taking proactive steps to resolve this issue. We anticipate that we will be able to make the payment by [Proposed New Payment Date].

We appreciate your understanding and patience regarding this matter. If you require further information or would like to discuss this further, please feel free to contact me directly at [Your Phone Number] or [Your Email].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Company]