

# Letter of Explanation for Late Payment

Date: [Insert Date]

[Vendor's Name]

[Vendor's Address]

[City, State, ZIP Code]

Dear [Vendor's Name],

I hope this message finds you well. I am writing to formally explain the delay in our recent payment, which was due on [Insert Due Date]. We deeply value our relationship with your esteemed business and want to address this matter promptly.

Unfortunately, we experienced [briefly explain reason for late payment, e.g., unexpected cash flow issues, administrative errors, etc.]. As a result, we have fallen behind in our payment schedule.

We sincerely apologize for any inconvenience this may have caused and are committed to rectifying this situation. Please be assured that we have taken steps to ensure timely payments in the future. We anticipate making the payment of [Insert Amount] by [Insert Payment Date].

Thank you for your understanding and continued support. If you have any questions or require further information, please do not hesitate to reach out.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]