

Delayed Payment Clarification Letter

Date: [Insert Date]

To,

[Creditor's Name]

[Creditor's Address]

[City, State, Zip Code]

Dear [Creditor's Name],

I hope this letter finds you well. I am writing to inform you regarding the recent delay in my payment for invoice number [Insert Invoice Number], which was due on [Insert Due Date].

Due to [brief explanation of the reason for the delay, e.g., unforeseen circumstances, cash flow issues], I have been unable to make the payment as scheduled. I sincerely apologize for any inconvenience this may have caused.

I am committed to resolving this matter as quickly as possible and anticipate being able to make the payment by [Insert New Payment Date]. If you would consider this extension, I would greatly appreciate your understanding and support during this time.

Please let me know if there are any late fees or penalties associated with this delay, as I want to handle this matter responsibly.

Thank you for your understanding. I look forward to your response.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Contact Information]