

# Letter of Explanation for Payment Delay

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you about a delay in the payment that was due on [insert due date]. Unfortunately, due to [insert brief explanation of reason for delay, e.g., unforeseen circumstances, financial difficulties], we were unable to make the payment on time.

We understand the importance of meeting our financial obligations and are taking immediate steps to resolve this matter. We anticipate that the payment will be made by [insert new payment date].

We sincerely apologize for any inconvenience this may cause and appreciate your understanding during this time. If there are any questions or concerns, please feel free to reach out to me directly at [insert your contact information].

Thank you for your patience and understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Company Address]