

Subject: Request for Understanding on Payment Delay

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you of a delay in the payment that was due on [original due date]. Due to [brief explanation of circumstances, e.g., unforeseen circumstances or financial challenges], I am unable to make the payment on time.

I assure you that I am doing my best to resolve this matter and expect to make the payment by [new proposed date]. I appreciate your understanding in this situation and hope that we can discuss a possible arrangement if needed.

Thank you for your patience and support. Please feel free to reach out to me if you have any questions or need further clarification.

Sincerely,
[Your Name]
[Your Position]
[Your Company]
[Contact Information]