

# Insurance Premium Delay Clarification

Date: [Insert Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to clarify the recent delay in the payment of my insurance premium for policy number [Insert Policy Number].

Due to [brief explanation of the reason for the delay, e.g., unexpected financial circumstances, delay in processing, etc.], I was unable to make the payment by the due date of [Insert Due Date]. I understand the importance of timely payments and am committed to resolving this matter as quickly as possible.

I would appreciate your guidance on the next steps to rectify this situation, including any late fees that may apply or possible arrangements for a payment plan.

Thank you for your understanding and assistance. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]