

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to explain the delay in my recent payment due on [insert due date]. Unfortunately, I have been facing unexpected financial challenges due to the rising costs of living, which have impacted my ability to meet my obligations on time.

As you may know, essential expenses such as housing, utilities, and groceries have increased significantly. Despite my best efforts to manage my budget, these unforeseen circumstances have made it difficult to make timely payments.

I sincerely apologize for any inconvenience this may have caused and would like to assure you that I am committed to resolving this matter as soon as possible. I anticipate being able to make the payment by [insert expected payment date].

Thank you for your understanding and patience during this difficult time. I appreciate your support and assure you that I am taking the necessary steps to improve my financial situation.

Kind regards,

[Your Name]

[Your Signature (if sending a hard copy)]