

# Subject: Explanation for Late Payment

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you about the recent delay in our payment due on [due date]. This delay was caused by unforeseen technical errors within our payment processing system.

Despite our best efforts to ensure timely payments, we encountered issues that prevented us from processing the payment as scheduled. We have been in contact with our payment service provider to resolve this matter and are taking all necessary steps to prevent this from happening in the future.

We sincerely apologize for any inconvenience this may have caused and assure you that the payment will be processed immediately. We anticipate that you will receive the payment by [new payment date].

Thank you for your understanding and patience during this time. If you have any further questions or require additional information, please do not hesitate to contact me directly.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]