

Letter of Explanation for Late Payment

Date: [Insert Date]

To: [Payee Name]

Address: [Payee Address]

Dear [Payee Name],

I hope this message finds you well. I am writing to formally explain the delay in my recent payment due to unforeseen circumstances related to my freelance work.

Unfortunately, my income from freelance projects has experienced a significant downturn in the past few months. This has impacted my ability to meet certain financial obligations, including the payment due to you. I truly value our relationship and appreciate your understanding in this matter.

I am actively seeking new projects and opportunities to restore my income and will be able to fulfill my payment obligation to you by [Insert Date]. I assure you that this delay is not reflective of my usual business practices.

Thank you for your understanding and support during this challenging time. Please feel free to reach out if you would like to discuss this matter further.

Sincerely,

[Your Name]

[Your Address]

[Your Contact Information]