

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to inform you about a delay in my recent payment that was due on [Due Date]. Unfortunately, I encountered unforeseen challenges related to my recent relocation that have impacted my ability to make timely payments.

The moving process has proven to be more complicated than anticipated, resulting in various unforeseen expenses and logistical issues. As a result, I was unable to access the necessary funds to complete my payment on the specified date. I sincerely apologize for any inconvenience this may cause.

I am committed to resolving this matter as quickly as possible, and I anticipate that I will be able to make the payment by [New Payment Date]. I appreciate your understanding and patience during this transitional period.

Please let me know if there are any consequences or actions that I should be aware of due to this late payment. Thank you for your understanding and support.

Sincerely,

[Your Name]