

# Letter of Explanation for Late Payment

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

## **Subject: Explanation for Late Payment**

Dear [Recipient's Name],

I hope this message finds you well. I am writing to explain the delay in my recent payment, which was due on [Due Date]. Unfortunately, I faced unforeseen circumstances that have impacted my ability to meet my financial obligations.

Recently, I lost my job due to [brief explanation of job loss, e.g., company downsizing, closure, etc.]. As a result, my financial situation has changed significantly, leading to difficulties in making timely payments.

Currently, I am actively seeking new employment opportunities and am hopeful to regain my financial stability. I sincerely apologize for any inconvenience this delay may have caused you and appreciate your understanding during this challenging time.

I am committed to resolving this matter and plan to make my payment of [Amount Owed] by [Proposed Payment Date]. Please let me know if this is acceptable or if we can work out an alternative arrangement.

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

Sincerely,

[Your Name]