

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Title]  
[Company Name]  
[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Explanation for Payment Delay

I hope this message finds you well. I am writing to inform you about an unexpected delay in the payment due on [insert due date] for [goods/services provided].

The reason for this delay is [briefly explain reason, e.g., cash flow issues, unforeseen circumstances, etc.]. I acknowledge the importance of meeting payment deadlines and I sincerely apologize for any inconvenience this may cause.

I want to assure you that I am actively working on resolving this issue. I anticipate being able to make the full payment by [insert new payment date]. In the meantime, I appreciate your understanding and patience in this matter.

Please feel free to reach out to me if you have any questions or require further discussion. Thank you for your continued support, and I look forward to resolving this situation promptly.

Warm regards,

[Your Name]

[Your Title/Position]

[Your Company Name] (if applicable)