

[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],

I hope this message finds you well. I am writing to inform you about a delay in my payment that was due on [Original Due Date] for [Product/Service or Invoice Number].

Due to [reason for the delay, e.g., unforeseen circumstances, financial difficulties, etc.], I am unable to make the payment on time. I understand the importance of adhering to payment schedules and sincerely apologize for any inconvenience this may cause.

To address this situation, I propose the following:

1. [Proposed New Payment Date]
2. [Any installment plan or alternative solution, if applicable]

I appreciate your understanding and flexibility regarding this matter. I assure you that this is a temporary situation, and I am committed to resolving it promptly.

Thank you for your consideration. Please feel free to reach out if you have any questions or need further information.

Sincerely,

[Your Name]
[Your Title, if applicable]
[Your Company Name, if applicable]