

[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 that due to unforeseen circumstances, I am unable to make the payment originally scheduled for [insert date]. I sincerely apologize for any inconvenience this may cause.

I am committed to resolving this matter and would like to propose a new payment date of [insert new date]. I appreciate your understanding and patience in this situation.

Thank you for your consideration.

Sincerely,
[Your Name]