Name of the recipient:  
Address and contact details of recipient:

Subject: [Keep it bold so that it can draw attention]

Dear Mr. ABC,

I am writing this letter to let you know that the delay in the payment has been seen because of unforeseen circumstances I am working through. My financial system has completely collapsed due to covid-19 and this is the reason, I am not able any of my customers this month. I am right now going through a severe financial setback, however; clearing your payment is my priority.

I have to shoulder many expected expenses as I am the only one in my family who everyone is counting upon.

I am sending you a partial payment of 100$. I know this was not what I was intended to pay. However, I would like to request you to accept this. I promise you to pay by the end of this month. Additionally, I will also try to compensate for what you have suffered because of me. Thank you so much for understanding my situation.

Yours sincerely,

Mention the name of the sender.

Signatures

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