

Delayed Payment Notification

Date: [Insert Date]

To,

[Supplier Name]

[Supplier Address]

[City, State, Zip Code]

Dear [Supplier Name],

We hope this message finds you well. We are writing to inform you that there has been a delay in the processing of payment for the services rendered on [insert service date or invoice number]. We sincerely apologize for any inconvenience this may cause.

Due to [brief reason for the delay, e.g., internal processing issues, unforeseen circumstances], the payment originally scheduled for [insert due date] has not yet been issued. We are actively working to resolve this matter and expect to make the payment no later than [insert new payment date].

We value your partnership and appreciate your understanding in this matter. Please feel free to reach out to us if you have any questions or require further details.

Thank you for your patience and continued support.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]