

Payment Delay Notification

Date: [Insert Date]

To: [Recipient Name]

Address: [Recipient Address]

Dear [Recipient Name],

We hope this message finds you well. We are writing to inform you that, due to unforeseen circumstances, there will be a delay in the payment originally scheduled for [insert payment date].

We understand that this may cause inconvenience, and we sincerely apologize for any disruption this may cause to your plans. We are actively working to resolve the situation and expect to be able to make the payment by [insert new payment date].

Thank you for your understanding and patience in this matter. If you have any questions or require further information, please do not hesitate to contact us at [insert contact information].

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]