

Payment Processing Delay Notification

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you that there has been an unexpected delay in processing your recent payment for [Invoice/Order Number].

We sincerely apologize for any inconvenience this may cause and are actively working to resolve the issue. We expect to have this matter resolved by [Estimated Resolution Date].

Please rest assured that your payment is important to us, and we are doing everything possible to expedite the process. If you have any questions or need further assistance, feel free to contact us at [Contact Information].

Thank you for your understanding and patience.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Contact Information]