

Pending Payment Explanation

Date: [Insert Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to inform you about the status of your pending payment for invoice #[Invoice Number], originally due on [Due Date].

Unfortunately, due to [brief explanation of reason for delay, e.g., unforeseen circumstances, processing issues], the payment has not yet been processed. We sincerely apologize for any inconvenience this may have caused you.

Please rest assured that we are actively working to resolve this matter and expect to have the payment completed by [Expected Payment Date]. If you have any questions or require further clarification, please do not hesitate to contact me directly at [Your Phone Number] or [Your Email Address].

Thank you for your understanding and patience regarding this issue.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Company Address]

[City, State, Zip Code]