

Temporary Payment Delay Notification

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you of a temporary delay in the processing of my payment, originally scheduled for [insert due date].

Due to [brief explanation of the reason for the delay], I am unable to complete the payment as planned. I anticipate that I will be able to resolve this issue by [insert expected resolution date].

I sincerely apologize for any inconvenience this may cause, and I appreciate your understanding and patience during this time.

Thank you for your attention to this matter.

Best regards,

[Your Name]

[Your Address]

[Your Contact Information]