

Delayed Payment Arrangement Notice

Date: [Insert Date]

[Supplier's Name]

[Supplier's Address]

[City, State, Zip Code]

Dear [Supplier's Name],

We are writing to inform you of a temporary arrangement regarding the payment for the outstanding invoices between our companies. Due to unforeseen circumstances, we are currently experiencing a cash flow issue, and therefore, we are unable to fulfill our payment obligations on the scheduled due dates.

We greatly value our relationship with you and wish to honor our commitments. We propose the following revised payment schedule:

- Invoice # [Insert Invoice Number]: Payment of [Insert Amount] by [Insert New Due Date]
- Invoice # [Insert Invoice Number]: Payment of [Insert Amount] by [Insert New Due Date]
- Invoice # [Insert Invoice Number]: Payment of [Insert Amount] by [Insert New Due Date]

We sincerely apologize for any inconvenience this may cause and appreciate your understanding during this time. Please confirm your acceptance of this arrangement or feel free to reach out should you wish to discuss it further.

Thank you for your continued support and understanding.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Contact Information]