

Notification of Payment Delay for Filed Claims

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you of a delay in the processing of your payment for filed claims submitted on [Insert Claim Submission Date].

Due to [brief explanation of the reason for the delay, e.g., "an influx of claims", "technical difficulties", or "additional documentation required"], the payment that was initially scheduled for [Insert Original Payment Date] will be delayed.

We are actively working to resolve this issue and anticipate that your payment will be processed by [Insert Expected Resolution Date]. We apologize for any inconvenience this may cause and appreciate your understanding and patience during this time.

If you have any questions or need further clarification, please do not hesitate to contact us at [Insert Contact Information].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]