

Delayed Payment Advisory

Date: [Insert Date]

To: [Contractor's Name]

Address: [Contractor's Address]

Dear [Contractor's Name],

We hope this message finds you well. We are writing to inform you of a delay in the payment concerning Invoice #[Invoice Number], originally due on [Due Date]. Due to [brief explanation of reason for delay], the payment has been postponed.

We understand the importance of timely payments and are actively working to resolve this issue as quickly as possible. We anticipate that the payment will be made by [New Payment Date].

We appreciate your understanding and patience during this time. Should you have any questions or require further clarification, please do not hesitate to contact us directly at [Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company's Name]

[Your Contact Information]