

# Payment Delay Notification

Dear [Client's Name],

We hope this message finds you well. We are writing to inform you that there has been a delay in processing your recent payment due to [reason for delay].

We apologize for any inconvenience this may cause and are actively working to resolve the situation as quickly as possible. We expect to have this issue resolved by [estimated resolution date].

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

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]