

Payment Delay Explanation

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Recipient's Company]

[Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to address the recent delay in our payment scheduled for [insert due date] regarding invoice [insert invoice number].

Unfortunately, we have encountered [briefly explain reason for delay, e.g., unexpected cash flow issues, administrative errors, etc.]. We are currently working to resolve this matter and anticipate that the payment will be processed by [insert new payment date].

We sincerely apologize for any inconvenience this may have caused and appreciate your understanding in this matter. Please rest assured that we value our relationship with [Recipient's Company] and are taking all necessary steps to ensure that this does not occur in the future.

Thank you for your patience and understanding. If you have any questions or require further clarification, please do not hesitate to reach out.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Phone Number]

[Your Email Address]