

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you about a delay in processing your recent payment.

Due to [brief explanation of the reason for the delay, e.g., "technical difficulties," "high volume of transactions," etc.], your payment scheduled for [original payment date] is now delayed.

We are actively working to resolve this issue and expect to have your payment processed by [new estimated payment date]. We sincerely apologize for any inconveniences this may cause and appreciate your understanding and patience during this time.

If you have any questions or require further assistance, please do not hesitate to reach out to us at [contact information].

Thank you for your understanding.

Sincerely,

[Your Name]
[Your Position]
[Your Company]