

Payment Processing Delay Notification

Dear [Customer's Name],

We hope this message finds you well. We are writing to inform you of a delay in processing your payment for the invoice dated [Invoice Date], with reference number [Invoice Number].

Due to [reasons for the delay, e.g., technical issues, bank processing time], your payment is currently on hold. We are actively working to resolve this issue and expect to have it cleared by [Expected Resolution Date].

We understand how important this matter is to you and appreciate your 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 Name]

[Contact Information]