

Delayed Payment Notification

Date: [Insert Date]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you about a delay in processing the payment for the milestone achieved on [Insert Milestone Date]. According to our records, the payment of [Insert Amount] was due on [Insert Due Date].

We understand that unforeseen circumstances can arise, and we want to assure you that we are actively working to resolve this matter. We anticipate that the payment will be processed by [Insert Expected Payment Date].

We appreciate your patience and understanding in this matter. If you have any questions or require further assistance, please do not hesitate to contact us at [Insert Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]