

Dear [Supplier's Name],

We hope this message finds you well. We are writing to inform you regarding the payment for invoice #[Invoice Number], which was due on [Due Date].

Due to [reason for delay], we are experiencing a delay in processing this payment. We understand the importance of timely payments and assure you that we are working diligently to resolve the issue.

We expect to make the payment by [New Payment Date]. We appreciate your understanding and patience during this time.

If you have any questions or need further information, please do not hesitate to contact us at [Your Contact Information].

Thank you for your continued partnership.

Sincerely,

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