

# Notification of Delayed Payments

Dear [Supplier's Name],

I hope this message finds you well. We are reaching out to inform you about a delay in processing payments for the recent invoices submitted by your company.

The following invoices are currently pending:

- Invoice Number: [Invoice Number 1] - Amount: [Amount 1] - Due Date: [Due Date 1]
- Invoice Number: [Invoice Number 2] - Amount: [Amount 2] - Due Date: [Due Date 2]

We sincerely apologize for any inconvenience this may cause and assure you that we are working diligently to resolve the matter as quickly as possible. We expect to have the payments processed by [Expected Resolution Date].

Thank you for your understanding and patience. If you have any questions or require further information, please do not hesitate to contact us at [Your Contact Information].

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]