

Notification of Deferred Payment

Date: [Insert Date]

To: [Vendor's Name]

Address: [Vendor's Address]

Dear [Vendor's Name],

We hope this message finds you well. We are writing to inform you that due to unforeseen circumstances, we are unable to process the payment originally scheduled for [Insert Original Due Date] for invoice number [Insert Invoice Number].

We value your partnership and appreciate your understanding. Therefore, we are requesting a deferral of this payment until [Insert New Payment Date]. We assure you that we are committed to fulfilling our obligation and will make the payment in full on or before the new date.

If you have any questions or concerns, please feel free to reach out to us at [Insert Contact Information]. Thank you for your understanding and continued support.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]