

Dear [Vendor's Name],

We hope this message finds you well. We are writing to inform you that, unfortunately, there has been a delay in processing the payment for invoice #[Invoice Number] dated [Invoice Date].

The delay is due to [brief explanation of the reason for the delay, e.g., budget constraints, unforeseen circumstances, etc.]. We are actively working to resolve this matter and anticipate that the payment will be processed by [Expected Payment Date].

We sincerely apologize for any inconvenience this may cause and appreciate your understanding and patience during this time. If you have any questions or require further information, please do not hesitate to reach out.

Thank you for your continued support.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]