

# Interest Payment Delay Notice

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to inform you that there will be a delay in the payment of the interest due on [insert loan or investment name] scheduled for [insert payment date].

Due to [brief explanation of the reason for delay], we regret to inform you that the payment will be postponed until [insert new payment date].

We apologize for any inconvenience this may cause and appreciate your understanding in this matter. Please feel free to reach out if you have any questions or concerns.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]