

Notification of Delayed Bill Payment

Date: [Insert Date]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you that your payment for the bill dated [Insert Bill Date] has not been received by the due date of [Insert Due Date].

We understand that unforeseen circumstances may occur, and we want to work with you to resolve this matter. Please let us know if you are experiencing any issues that may delay the payment.

If you have already made this payment, please disregard this notice. Otherwise, we kindly request that you arrange for payment at your earliest convenience to avoid any late fees or penalties.

For your convenience, you can make the payment through [Insert Payment Options]. Should you have any questions, feel free to contact us at [Insert Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]