

Dear [Service Provider's Name],

I hope this message finds you well. I am writing to clarify the delay in payment for the services rendered on [specific date or time period]. We value our partnership and appreciate the quality of work you've provided.

Unfortunately, due to [brief explanation of the cause of delay, e.g., unforeseen circumstances, cash flow issues], we have encountered a delay in processing the payment. We are actively working to resolve this issue and expect to be able to fulfill our payment obligations by [expected payment date].

Thank you for your understanding and patience during this time. Please feel free to reach out if you have any questions or require further clarification.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]