

Payment Delay Notification

Dear [Supplier's Name],

I hope this message finds you well. We are writing to inform you about a temporary delay in the payment for invoice #[Invoice Number] due on [Due Date].

Due to unforeseen circumstances, we are experiencing a cash flow issue that has impacted our payment schedule. We are actively working to resolve this situation and anticipate being able to make the payment by [New Payment Date].

We value your partnership and appreciate your understanding during this time. If you have any questions or need further clarification, please do not hesitate to reach out.

Thank you for your patience and support.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]