

# Payment Delay Notification

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Payment Delay Notification for [Project Name]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you about a delay in the payment for the costs associated with the [Project Name]. Due to [brief description of reasons for the delay, e.g., unexpected expenses, administrative issues, etc.], we are unable to fulfill the payment by the previously agreed-upon date.

We are actively working to resolve these issues and anticipate that the payment will be made by [new estimated date]. We sincerely apologize for any inconvenience this may cause and appreciate your understanding in this matter.

Please do not hesitate to contact me directly if you have any questions or need further information.

Thank you for your patience.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]