

# Payment Delay Explanation Letter

Date: [Insert Date]

To: [Contractor's Name]

[Contractor's Address]

[City, State, Zip Code]

Dear [Contractor's Name],

I hope this message finds you well. I am writing to formally inform you about a delay in the payment scheduled for [insert payment due date] regarding the contract for [insert project name or description].

Due to [briefly explain reason for delay, e.g., unforeseen circumstances, budgeting issues, etc.], we are temporarily unable to fulfill our payment obligations. We understand the importance of timely payments, and we appreciate your patience during this time.

We are actively working to resolve this issue and anticipate being able to make the payment by [insert new payment date]. We value your work and commitment to the project and want to assure you that we are doing everything possible to expedite this process.

If you have any questions or require further clarification, please do not hesitate to reach out to me directly at [insert your contact information].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]