

Payment Delay Notice

Date: [Insert Date]

From: [Your Company Name]

To: [Client's Name]

Address: [Client's Address]

Dear [Client's Name],

We hope this message finds you well. We are writing to inform you that there has been a delay in the processing of Invoice #[Invoice Number], dated [Invoice Date], due to unforeseen circumstances in our payment processing system.

We understand the importance of timely payments and are working diligently to resolve this issue. We sincerely apologize for any inconvenience this may cause and appreciate your understanding and patience during this time.

If you have any questions or require further assistance, please do not hesitate to reach out to us at [Your Contact Information].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Contact Information]