

Payment Delay Notification

Dear [Client's Name],

We hope this message finds you well. We are writing to inform you that due to unforeseen circumstances, there will be a delay in the processing of your payment originally scheduled for [original payment date].

The new expected payment date is [new payment date]. We apologize for any inconvenience this may cause and appreciate your understanding during this time.

If you have any questions or concerns, please feel free to reach out to us at [contact information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]