

Payment Delay Notification

Dear [Employee Name],

I hope this message finds you well. I am writing to inform you about an unexpected delay in processing your reimbursement request submitted on [Submission Date].

Due to [brief explanation of reason, e.g., "a temporary budget review that our Finance department is conducting"], we are experiencing some delays in processing all reimbursement claims. We understand the importance of timely reimbursements and sincerely apologize for any inconvenience this may cause.

We are actively working to resolve this issue, and we anticipate that your reimbursement will be processed by [Estimated Resolution Date]. We appreciate your patience and understanding during this time.

If you have any questions or concerns, please do not hesitate to reach out to me directly.

Thank you for your understanding.

Sincerely,
[Your Name]
[Your Position]
[Company Name]
[Contact Information]