

# Payment Delay Update

Dear [Partner's Name],

I hope this message finds you well. I am writing to inform you about a delay in the payment that was due on [original due date]. We encountered some unforeseen circumstances that have impacted our cash flow.

We are currently working diligently to resolve these issues and anticipate that we will be able to make the payment by [new proposed date]. We understand the importance of timely payments and sincerely apologize for any inconvenience this may cause.

Thank you for your understanding and patience during this time. Please feel free to reach out if you have any questions or need further clarification.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]