

Important Notice: Delayed Insurance Payment

Dear [Client's Name],

We hope this message finds you well. We are writing to inform you about a delay in the processing of your recent insurance payment associated with policy number [Policy Number].

Due to [brief explanation of the reason for the delay], we are currently unable to process your payment as scheduled. We understand that this may cause inconvenience, and we sincerely apologize for any disruption this may cause.

We are actively working to resolve this issue and expect to have it rectified by [expected resolution date]. We appreciate your patience during this time and assure you that your coverage remains in effect.

If you have any questions or require further assistance, please do not hesitate to contact our customer service team at [Customer Service Phone Number] or [Customer Service Email].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Contact Information]