

Important Notice

Dear [Policyholder's Name],

We are writing to inform you about a delay in the processing of your insurance payment for policy #[Policy Number]. We apologize for any inconvenience this may cause and are working diligently to resolve the issue.

As of today, your payment scheduled for [Original Payment Date] has not been processed. Please rest assured that we are investigating this matter and will ensure that your payment is processed as soon as possible.

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

Thank you for your understanding and patience during this time.

Sincerely,

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