

# Subject: Acknowledgment of Payment Delay

Date: [Insert Date]

To,

[Supplier's Name]  
[Supplier's Address]  
[City, State, Zip Code]

Dear [Supplier's Name],

We are writing to formally acknowledge the delay in our payment for the invoice dated [Insert Invoice Date] with invoice number [Insert Invoice Number]. We appreciate your patience and understanding in this matter.

Due to [briefly explain reason for the delay, e.g., unforeseen circumstances, administrative issues], we regret to inform you that we are unable to meet the payment deadline originally agreed upon. We value our relationship with your company and are committed to resolving this situation as quickly as possible.

We expect to make the payment by [Insert New Payment Date] and will keep you updated should there be any changes to this timeline.

Thank you for your understanding and cooperation. If you have any questions or concerns, please do not hesitate to reach out to us.

Sincerely,

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