

Letter of Clarification on Payment Delays

Date: [Insert Date]

[Supplier Name]

[Supplier Address]

[City, State, Zip Code]

Dear [Supplier Name],

We hope this message finds you well. We are writing to address your recent inquiries regarding the delays in payment for the invoices submitted in [specify months or details of invoices]. We acknowledge the importance of timely payments and appreciate your patience as we navigate through this situation.

Due to [briefly explain reason for delay, e.g., unexpected cash flow issues, operational adjustments], we have encountered some unforeseen challenges that have temporarily impacted our ability to process payments on schedule. Please be assured that we are actively working to resolve this matter and have implemented measures to expedite the payment process.

We anticipate that payments will be processed by [insert expected resolution date] and will notify you promptly of any updates. We value our relationship with you and are committed to fulfilling our obligations.

If you have any further questions or concerns, please do not hesitate to reach out to us directly at [insert contact information]. Thank you for your understanding and support during this time.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Company Address]

[City, State, Zip Code]

[Contact Information]