

Delayed Payment Notification

Dear [Supplier's Name],

I hope this message finds you well. We are writing to inform you that there has been a delay in processing the payment for the invoice [Invoice Number], which was due on [Due Date].

We understand that timely payments are crucial for your operations, and we sincerely apologize for any inconvenience this may cause.

Please be assured that we are actively working to resolve this issue and anticipate that the payment will be processed by [New Payment Date].

Thank you for your understanding and continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]