

# Notice of Delayed Payments

Date: [Insert Date]

To: [Supplier Name]

Address: [Supplier Address]

Dear [Supplier Name],

We hope this message finds you well. We are writing to inform you that there has been a delay in processing your recent payments due to [brief explanation of the reason for the delay]. We sincerely apologize for any inconvenience this may have caused.

We are currently working to resolve this issue and expect to have your payment processed by [insert expected resolution date]. Please rest assured that we value your services and are committed to rectifying this matter as swiftly as possible.

If you have any questions or require further information, please do not hesitate to reach out to us at [contact information].

Thank you for your understanding and continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]