

Delayed Payment Notification

Date: [Insert Date]

[Creditor's Name]

[Creditor's Address]

[City, State, ZIP Code]

Dear [Creditor's Name],

I hope this message finds you well. I am writing to inform you that I am currently experiencing a delay in my payment obligation for invoice number [Insert Invoice Number] originally due on [Insert Due Date].

Due to [brief explanation of the reason for the delay, e.g., unforeseen circumstances], I am unable to meet the payment deadline. I sincerely apologize for any inconvenience this may cause and appreciate your understanding in this matter.

I expect to be able to remit the full payment of [Insert Amount] by [Insert New Payment Date]. I will keep you updated if there are any changes to this timeline.

Thank you for your patience and support. Please feel free to reach out if you have any questions or need further information.

Sincerely,

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Phone Number]

[Your Email Address]