

Delayed Remittance Notice

Date: [Insert Date]

To: [Creditor's Name]

Address: [Creditor's Address]

Dear [Creditor's Name],

We hope this message finds you well. We are writing to inform you that, due to [brief explanation of reason for delay], your scheduled remittance payment originally due on [original due date] has been delayed.

We are actively working to resolve this issue and anticipate that your payment will be processed by [new payment date]. We sincerely apologize for any inconvenience this may cause and appreciate your understanding and patience during this time.

If you have any questions, please feel free to contact us at [Your Contact Information].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]