

# Delayed Payment Acknowledgment

Date: [Insert Date]

To,

[Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Dear [Vendor Name],

We hope this message finds you well. We would like to acknowledge that we have received your invoice #[Invoice Number] dated [Invoice Date]. We appreciate your patience and continued support.

We regret to inform you that due to [reason for delay], the payment for the aforementioned invoice will be delayed. We are actively working to resolve this matter and expect to process the payment by [Expected Payment Date].

We sincerely apologize for any inconvenience this may cause and appreciate your understanding during this time. Please feel free to reach out to us at [Your Contact Information] if you have any questions or require further assistance.

Thank you for your cooperation.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Company Address]

[City, State, Zip Code]

[Contact Number]

[Email Address]