

# Subject: Notice of Delayed Payment

Dear [Stakeholder's Name],

I hope this message finds you well. We are writing to inform you about a delay in processing your payment due to [reason for the delay].

We understand the importance of timely payments and deeply apologize for any inconvenience this may cause. We are currently working diligently to resolve the issue and expect to have your payment processed by [date].

If you have any questions or need further clarification, please do not hesitate to reach out to us at [Your Contact Information].

Thank you for your understanding and patience during this time.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]