

# Delayed Payment Explanation

Date: [Insert Date]

[Contractor's Name]

[Contractor's Address]

[City, State, Zip Code]

Dear [Contractor's Name],

I hope this message finds you well. I am writing to inform you about a delay in processing the payment for the work you completed on [Project Name/Description].

Due to [brief explanation of the reason for the delay, e.g., unforeseen circumstances, budgeting issues, etc.], we are currently unable to fulfill the payment as scheduled. We value your work and commitment to the project, and we assure you that we are actively working to resolve this situation.

We anticipate that the payment will be processed by [insert expected resolution date]. We appreciate your understanding and patience during this time.

If you have any questions or require further clarification, please do not hesitate to reach out to me directly at [Your Phone Number] or [Your Email Address].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]