

# Delayed Payment Resolution

Dear [Employee's Name],

We hope this message finds you well. We are writing to inform you about a delay in the processing of your recent payment due on [date]. We sincerely apologize for any inconvenience this may have caused and want to assure you that we are actively working to resolve this matter.

The delay was due to [brief explanation of the reason for delay], and we are taking necessary steps to rectify the situation promptly. We anticipate that the payment will be processed by [expected resolution date].

We understand the importance of timely payments and appreciate your patience and understanding during this time. If you have any further questions or concerns, please do not hesitate to reach out to [contact person or department].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]