

# Delayed Payment Update

Dear [Business Partner's Name],

I hope this message finds you well. I am writing to inform you about a delay in the payment that was due on [Original Due Date] for invoice #[Invoice Number].

Due to [Reason for Delay], we are unable to process the payment on time. We are actively working to resolve this issue and anticipate being able to complete the payment by [New Payment Date].

We greatly value our partnership and appreciate your understanding in this matter. Please let us know if you have any questions or if there's anything further we can do to assist you during this time.

Thank you for your patience.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]