

Notice of Payment Postponement

Date: [Insert Date]

To:

[Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Dear [Vendor Contact Name],

We hope this message finds you well. We are writing to inform you that, due to unforeseen circumstances, we must postpone the scheduled payment originally due on [Original Due Date] for invoice #[Invoice Number].

We value our partnership and are committed to honoring our obligations. We anticipate being able to process your payment by [New Payment Date]. We appreciate your understanding and patience during this time.

If you have any questions or concerns regarding this matter, please do not hesitate to contact me directly at [Your Phone Number] or [Your Email Address].

Thank you for your continued support.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]