

Letter of Explanation for Delayed Vendor Payment

Date: [Insert Date]

[Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Dear [Vendor Name],

We hope this message finds you well. We are writing to inform you regarding the delay in processing our recent payment for invoice #[Invoice Number], dated [Invoice Date].

Due to [brief explanation of the reason for the delay, e.g., unexpected financial issues, administrative oversight, etc.], we have encountered challenges that have temporarily impacted our payment schedule. We sincerely apologize for any inconvenience this may have caused.

We are actively working to resolve these issues and are committed to ensuring that the payment is processed by [insert expected payment date]. We value your partnership and appreciate your understanding and patience during this time.

Thank you for your continued support. Should you have any questions or need further clarification, please do not hesitate to contact us at [Your Contact Information].

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Contact Information]