

Notice of Payment Delay

Date: [Insert Date]

To: [Vendor Name]

Address: [Vendor Address]

Dear [Vendor Name],

We hope this message finds you well. We are writing to inform you that there will be a delay in processing your payment for Invoice #[Invoice Number], which was due on [Due Date].

Unfortunately, due to [brief description of the reason for the delay, e.g., cash flow issues, administrative backlog], we are unable to fulfill our payment obligation at this time. We understand the importance of timely payments and sincerely apologize for any inconvenience this may cause.

We are actively working to resolve this issue and anticipate that the payment will be processed by [New Payment Date].

Thank you for your understanding and patience in this matter. Should you have any further questions, please feel free to contact us at [Your Contact Information].

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Company Address]

[Your Company Phone Number]