

Dear [Vendor's Name],

We hope this message finds you well. We are writing to inform you that there has been a delay in processing the payment for Invoice #[Invoice Number] submitted on [Invoice Date].

The payment was due on [Due Date], and we sincerely apologize for any inconvenience this may cause. We are currently working to resolve the issue and expect to have the payment processed by [Expected Payment Date].

If you have any questions or need further clarification, please do not hesitate to reach out to us at [Contact Information]. We appreciate your understanding and patience in this matter.

Thank you for your continued partnership.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]