

Revised Timeline for Vendor Payment

Date: [Insert Date]

To: [Vendor Name]

From: [Your Company Name]

Subject: Revised Payment Timeline

Dear [Vendor Name],

We hope this message finds you well. We would like to inform you of a revision to the payment timeline for the outstanding invoices submitted by your company. After careful consideration, we have established a new timeline as follows:

- **Invoice Number:** [Insert Invoice Number]
- **Original Payment Date:** [Insert Original Date]
- **Revised Payment Date:** [Insert New Date]

We apologize for any inconvenience this may cause and appreciate your understanding as we work through this process. Please feel free to reach out if you have any questions or need further clarification.

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]