

Conditional Payment Delay Notification

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you about a conditional delay in the processing of your payment originally scheduled for [insert payment date].

Due to [insert reason for delay], we must temporarily hold the payment until [insert expected resolution date or further action required]. We are actively working to resolve these issues and anticipate a resolution shortly.

We appreciate your understanding and patience in this matter. Please feel free to reach out to us at [insert contact information] if you have any questions or require further assistance.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Company Address]

[City, State, Zip Code]