

Letter of Acknowledgment for Delayed Payment

Date: [Insert Date]

[Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Dear [Vendor Name],

We are writing to acknowledge receipt of your recent communication regarding the delayed payment for invoice #[Invoice Number] dated [Invoice Date]. We sincerely apologize for the inconvenience this delay may have caused.

Due to [brief explanation of the reason for delay, e.g., unexpected circumstances, cash flow issues], we were unable to process your payment on time. We are currently working diligently to resolve this matter and expect to make the payment by [insert expected payment date].

We value our partnership and appreciate your understanding and patience during this time. If you have any questions or require further information, please do not hesitate to contact us at [Your Contact Information].

Thank you for your continued support.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Contact Information]