

Letter of Explanation for Payment Delay

Date: [Insert Date]

To: [Supplier Name]

Address: [Supplier Address]

Dear [Supplier Name],

I hope this message finds you well. I am writing to inform you about a delay in the payment for Invoice #[Invoice Number], which was due on [Due Date]. We sincerely apologize for any inconvenience this may cause.

The delay has been caused by [brief explanation of the reason, e.g., unexpected cash flow issues, administrative processing delays, etc.]. Please rest assured that we are actively working to resolve this situation as quickly as possible.

We anticipate that your payment will be processed by [New Payment Date], and we appreciate your understanding and patience during this time. We value your partnership and are committed to fulfilling our obligations to you.

If you have any questions or require further information, please feel free to contact me directly at [Your Phone Number] or [Your Email Address].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]