

Reassurance Letter Regarding Postponed Payment

Date: [Insert Date]

To: [Supplier's Name]

[Supplier's Address]

Dear [Supplier's Name],

We hope this message finds you well. We are writing to address the recent postponement of our payment for invoice number [Insert Invoice Number], initially due on [Insert Due Date].

We value our partnership with [Supplier's Company Name] and want to assure you that this delay is temporary. Due to unforeseen circumstances, we are experiencing a cash flow challenge, but we are actively working to resolve this matter.

We anticipate that we will be able to make the payment by [Insert New Payment Date]. We appreciate your understanding and patience during this time. Please rest assured that your services and products are highly regarded, and we are committed to maintaining a positive relationship moving forward.

If you have any questions or require further information, feel free to reach out to us at [Your Contact Information].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]