

Advance Notice for Payment Delay

Date: [Insert Date]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Recipient Name]

[Recipient Company Name]

[Recipient Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

We hope this message finds you well. We are writing to inform you that we are experiencing unexpected delays in our payment schedule. Unfortunately, this will affect our upcoming payments due on [Insert Payment Due Date].

We sincerely apologize for any inconvenience this may cause and appreciate your understanding during this period. We are actively working to resolve the situation and expect to resume our regular payment schedule by [Insert New Payment Date].

Please do not hesitate to reach out if you have any questions or require further information.

Thank you for your continued partnership and support.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]