

# Business Debts Postponement Notification

Date: [Insert Date]

To: [Creditor's Name]

Address: [Creditor's Address]

Dear [Creditor's Name],

We hope this message finds you well. We are writing to formally notify you regarding the postponement of our scheduled payments related to our outstanding debts with your organization.

Due to unforeseen circumstances, including [briefly explain reason, e.g., economic downturn, cash flow issues, etc.], we are unable to adhere to our original payment schedule. We assure you that this decision was not taken lightly, and we are committed to fulfilling our obligations.

We respectfully request a postponement of our payments until [proposed new date or timeframe]. During this time, we will work diligently to improve our financial situation and keep you updated on our progress.

We appreciate your understanding and support during this challenging time. Please feel free to reach out to discuss this matter further or to propose any alternative solutions.

Thank you for your consideration.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]