

Payment Delay Alert

Date: [Insert Date]

Dear [Vendor's Name],

We hope this message finds you well. We are writing to inform you that, unfortunately, there will be a delay in processing the payment for the recent invoice [#Invoice Number] submitted on [Invoice Date].

The payment was initially scheduled for [Original Payment Date], but due to [reason for delay], we regret to inform you that it will be postponed to [New Payment Date].

We value our partnership and appreciate your understanding and patience during this time. Please rest assured that we are doing everything possible to resolve this matter promptly.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]