

Late Payment Explanation

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to explain the delay in the payment for the invoice number [Insert Invoice Number], which was due on [Insert Due Date].

Unfortunately, the processing of invoices in our system has encountered some delays due to [briefly explain reason, e.g., "unexpected technical issues" or "staffing shortages"]. As a result, your invoice has not been processed on time.

We appreciate your understanding and patience regarding this matter. We are currently implementing measures to prevent such delays from occurring in the future.

We aim to resolve this situation promptly and expect to process your payment by [Insert New Payment Date]. Thank you for your continued support and understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]