

Invoice Payment Delay 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 inform you about a slight delay in the payment of invoice #[Insert Invoice Number], which was due on [Insert Due Date].

Due to [brief explanation of the reason, e.g., unforeseen circumstances, delay in project completion, etc.], we are unable to meet the initial payment deadline. We sincerely apologize for any inconvenience this may cause.

We are currently addressing this issue and expect to process the payment by [Insert New Payment Date]. We appreciate your understanding and patience during this time.

Thank you for your attention to this matter. Please feel free to reach out if you have any questions or concerns.

Warm regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]