

Delayed Payment Notification

Dear [Supplier's Name],

We hope this message finds you well. We are writing to inform you that there has been a delay in processing our payment for invoice number [Invoice Number], which was due on [Due Date].

We sincerely apologize for this inconvenience and are currently working on resolving the issue as quickly as possible. We appreciate your understanding and patience during this time.

We expect to have the payment processed by [Expected Payment Date]. Should you have any questions or need further information, please do not hesitate to reach out to us.

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]