

[Your Name]
[Your Position]
[Your Company]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Position]
[Recipient Company]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Notification of Payment Delay

I hope this message finds you well. I am writing to inform you about a delay in the payment that was originally scheduled for [original payment date]. Due to [brief explanation of the reason for the delay, e.g., unforeseen financial circumstances, internal processing issues], we are unable to meet the payment timeline.

We understand the importance of timely payments and sincerely apologize for any inconvenience this may cause. We are currently working to resolve this issue and expect to process the payment by [new payment date].

We appreciate your understanding and support during this time. Should you have any questions or require further information, please feel free to reach out to me directly at [your phone number] or [your email address].

Thank you for your patience.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position]
[Your Company]