

[Your Name]
[Your Job Title]
[Your Company Name]
[Your Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Job Title]
[Recipient Company Name]
[Recipient Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Notification of Payment Setbacks

I hope this message finds you well.

I am writing to inform you about some unforeseen circumstances that have affected our payment schedule. Due to [briefly explain the reason for the setbacks, e.g., cash flow issues, unexpected expenses, etc.], we are currently experiencing delays in fulfilling our payment obligations. We understand the importance of timely payments and are committed to resolving this matter as quickly as possible. We are actively working on a plan to address these delays and anticipate that we will be able to [provide an estimated timeline for payment, if available, or outline the steps being taken to resolve the issue].

We appreciate your understanding and patience during this challenging time. If you have any questions or need further information, please do not hesitate to reach out.

Thank you for your attention to this matter, and we look forward to your continued partnership.

Sincerely,

[Your Name]
[Your Job Title]
[Your Company Name]