

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

[Recipient's Name]
[Recipient's Title]
[Company Name]

[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Payment Delay Notification

I hope this message finds you well. I am writing to inform you that due to [briefly explain reason for delay, e.g., unforeseen circumstances, financial difficulties, etc.], we will be unable to make the payment originally due on [original due date] for [invoice number or description of goods/services].

We anticipate that we will be able to rectify this situation and make the full payment by [new proposed payment date]. We sincerely apologize for any inconvenience this may cause and appreciate your understanding and patience during this time.

Please let us know if you would like to discuss this matter further or if any alternative arrangements can be made. Thank you for your understanding.

Best regards,

[Your Name]
[Your Position]
[Your Company Name]