

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

I hope this message finds you well.

I am writing to inform you about a necessary postponement of the payment originally scheduled for [original payment date]. Due to [brief explanation of reason, e.g., cash flow challenges, unexpected expenses], we regret to inform you that we will be unable to fulfill our payment obligation on the aforementioned date.

We are committed to resolving this matter promptly and anticipate that the payment will be made by [new payment date]. We appreciate your understanding and patience in this situation.

Please feel free to reach out if you have any questions or require further clarification. Thank you for your understanding.

Sincerely,

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