

Subject: Important Update: Payment Delay Notification

Dear [Client's Name],

I hope this message finds you well.

We are writing to inform you of an unexpected delay in the processing of your payment originally scheduled for [original payment date]. We understand the importance of timely transactions and sincerely apologize for any inconvenience this may cause.

The delay is due to [brief explanation of the reason for the delay]. We are actively working to resolve this issue and anticipate that your payment will be processed by [new estimated payment date].

Thank you for your understanding and patience during this time. If you have any questions or require further assistance, please do not hesitate to reach out.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]