

[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],

I hope this message finds you well. I am writing to inform you about a delay in the payment due for [invoice number or service provided] dated [invoice date]. The original payment deadline was [original due date], and we understand the importance of timely transactions.

Unfortunately, unforeseen circumstances have impacted our ability to meet this deadline. We are actively working to resolve the issue and expect to process the payment by [proposed new payment date].

We appreciate your understanding and patience in this matter. Please feel free to reach out if you have any questions or require further information.

Thank you for your cooperation.

Sincerely,

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