

[Your Company Letterhead]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Position]

[Recipient Company Name]

[Recipient Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Notice of Payment Delay

I hope this message finds you well. I am writing to inform you of a delay in the payment that was due on [original due date]. Due to [brief explanation of the reason for the delay], we are unable to process the payment as scheduled.

We value our relationship with [Recipient Company Name] and are committed to resolving this matter promptly. We expect to clear the payment by [new expected payment date].

We sincerely apologize for any inconvenience this may cause and appreciate your understanding in this matter. Please feel free to reach out if you have any questions or require further clarification.

Thank you for your patience.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position]

[Your Company Name]