

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

[Recipient's Name]
[Recipient's 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 Zelle payment that was scheduled to be processed on [original payment date].

Unfortunately, due to [brief explanation of the reason for the delay], the payment will not be completed as planned. I am currently working to resolve this issue and expect to have the funds transferred by [new estimated payment date].

I apologize for any inconvenience this may cause and appreciate your understanding in this matter. If you have any questions or require further information, please feel free to contact me at [your phone number] or [your email address].

Thank you for your patience.

Best regards,

[Your Name]