[Company Name]

[Company Address]

[City, State, ZIP Code]

**Subject: Notification of Delayed Payment**

Dear [Consultant’s Name],

I hope this message finds you well. I am writing to inform you about a delay in processing the payment for your invoice [Invoice Number], dated [Invoice Date], for services provided under [PROJECT NAME/ENGAGEMENT TITLE].

**Reason for Delay**:

The delay is due to [*brief explanation, e.g., “an unexpected processing issue,” “a temporary cash flow constraint,” or “the need for additional documentation for compliance purposes”*]. We are actively working to resolve this matter as quickly as possible to minimize any inconvenience.

**Expected Resolution Timeline**:

We expect the payment to be processed and issued by [*specific date, e.g., “close of business on [Date]”*]. You will receive a confirmation once the payment is released.

We sincerely apologize for any inconvenience this may cause and appreciate your understanding.

If you have any questions or need further clarification, please feel free to contact me directly at [Email Address/Phone Number].

Thank you for your patience and continued collaboration.

Yours sincerely,

……………………………………………………….

[NAME]

[TITLE]

[COMPANY NAME]