**Your Name**  
**Your Address**  
**Your Phone Number**  
**Your Email**

**Date**

**Creditor/Lender/Landlord Name**  
**Company Name**  
**Company Address**

**Subject: Notification of Delayed Payment Due to Federal Government Shutdown**

To Whom It May Concern,

I am writing to inform you that my payment for **[Account Name and/or Account Number]** will be delayed due to the ongoing federal government shutdown, which began on **[Start Date of Shutdown]**.

As a federal employee in an "excepted" position, I am required to continue working during the lapse in appropriations. However, pursuant to federal law, payments cannot be processed until a new funding bill is passed. While I am guaranteed to receive retroactive pay for all hours worked once the government reopens, there will be an interruption in my income for the time being.

I am an employed and reliable customer, and this is a temporary situation beyond my control. I ask for your understanding and cooperation during this time. Please make a note on my account regarding this delay. I will be in touch as soon as the government reopens and back pay has been issued to bring my account current.

Thank you for your understanding.

Sincerely,

**[Your Signature]**

**[Your Typed Name]**