

Subject: Apology for Late Payment

Dear [Recipient's Name],

I hope this message finds you well. I am writing to sincerely apologize for the delay in settling our recent invoice. I understand how important timely payments are for your business, and I regret any inconvenience this may have caused.

Due to unforeseen circumstances, we experienced a brief disruption in our payment process. Please rest assured that steps have been taken to ensure this will not happen again. The payment has now been processed and you should receive confirmation shortly.

Thank you for your patience and understanding. We value our relationship and are committed to maintaining our trust and cooperation.

Warm regards,

[Your Name]

[Your Position]

[Your Company]