

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 payment for invoice [Invoice Number] that was due on [Due Date]. Due to unforeseen circumstances, we were unable to meet the deadline.

Please rest assured that we are taking immediate steps to rectify this issue and the payment has been processed. You should receive the funds by [Specify Date].

We deeply value our relationship and are committed to ensuring this does not happen again. Thank you for your understanding and patience.

Warm regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]