

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 our recent payment. We value our relationship with you greatly and understand the importance of timely payments.

The delay was due to [brief reason, if applicable], and we are actively resolving the issue to prevent future occurrences. Please rest assured that the outstanding amount has now been processed, and we are committed to ensuring that all future payments are made promptly.

Thank you for your understanding and patience in this matter. We appreciate your support and look forward to continuing our partnership.

Warm regards,

[Your Name]

[Your Position]

[Your Company]