

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 processing payment for invoice [Invoice Number] dated [Invoice Date]. Unfortunately, due to [brief reason if applicable, e.g., unforeseen circumstances], we were unable to meet the original payment schedule.

We truly value the relationship our companies share and understand the importance of maintaining timely financial commitments. Please rest assured that the outstanding amount of [Amount] has been processed and you should receive the payment by [Expected Payment Date].

We deeply regret any inconvenience this delay may have caused and are implementing measures to ensure timely payments in the future. Thank you for your understanding and patience in this matter.

Please feel free to reach out if you have any questions or require further assistance.

Warm regards,

[Your Full Name]

[Your Position]

[Your Company's Name]

[Your Contact Information]