

Certainly! Here's a simple example:

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Dear [Recipient's Name],

I hope this message finds you well. I am writing to sincerely apologize for the delay in our payment for invoice number [Invoice Number]. We value your partnership and understand the importance of timely payments. The delay was due to [brief reason for delay, e.g., unforeseen financial adjustments], and we have taken steps to ensure such a situation does not occur again in the future. I assure you that the payment has now been processed and should reach you shortly.

Thank you for your understanding and patience regarding this matter. Please do not hesitate to reach out if you need any further information or assistance.

Warm regards,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]

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