

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 deeply regret any inconvenience this may have caused and understand the importance of meeting our financial commitments on time.

Due to [brief explanation, e.g., unforeseen circumstances or oversight], our payment was not processed by the expected date. We have taken immediate steps to ensure this does not happen again and are working diligently to resolve the issue.

Please rest assured that the outstanding payment will be settled by [specified date]. We value our relationship with you and are committed to maintaining the trust and confidence you have placed in us.

Thank you for your understanding and patience in this matter. Please feel free to reach out to me directly if you have any further questions or concerns.

Warm regards,

[Your Name]

[Your Position]

[Your Company]