

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, which was due on [Invoice Due Date]. Unfortunately, due to [brief reason if applicable, e.g., an unexpected administrative error], we were unable to process it on time.

We truly value our relationship with you and assure you that this is not a reflection of our usual practices. The payment has now been processed and should be reflected in your account shortly.

Thank you for your understanding and patience. Please feel free to reach out if you have any questions or need further assistance.

Warm regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]