

Subject: Sincere Apology for Delayed Payment

Dear [Recipient's Name],

I hope this message finds you well. I am writing to sincerely apologize for the delay in the payment that was due on [due date]. I understand that timely payments are crucial to maintaining trust and good business relationships.

Unfortunately, due to [brief explanation of the reason for the delay, e.g., unforeseen circumstances, cash flow issues], I was unable to make the payment on time. I take full responsibility for this oversight and assure you that it was not intentional.

To rectify this situation, I have already initiated the payment, which you should receive by [new payment date]. I truly value our relationship and want to assure you that I am taking measures to prevent this from happening in the future.

Thank you for your understanding and patience regarding this matter. Please feel free to reach out if you have any concerns or need to discuss this further.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]