

[Your Company Letterhead]

[Date]

[Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Dear [Vendor Name],

I hope this message finds you well. I am writing to sincerely apologize for the delay in processing your recent payment for invoice #[Invoice Number], due on [Due Date].

We value our partnership and acknowledge that timely payments are crucial. Unfortunately, due to [brief explanation of the reason, e.g., unforeseen circumstances, administrative errors], we were unable to fulfill our obligation on time.

We are currently addressing the issue to prevent similar occurrences in the future. Please rest assured that your payment of [amount] is being processed and will be sent to you by [new payment date].

Thank you for your understanding and patience in this matter. We appreciate your continued support and look forward to maintaining our strong relationship.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]