

# **Apologetic Notice for Late Payment**

Date: [Insert Date]

[Your Name]  
[Your Company Name]  
[Your Address]  
[City, State, Zip Code]

[Client's Name]  
[Client's Company Name]  
[Client's Address]  
[City, State, Zip Code]

Dear [Client's Name],

I hope this message finds you well. I am writing to sincerely apologize for the delay in the payment for the services rendered on [Insert Date of Service]. We acknowledge that the payment was due on [Insert Due Date] and it is regrettable that we have not yet fulfilled this obligation.

Due to [brief explanation of the reason for the delay], we were unable to process the payment on time. We are currently addressing the issue to ensure that this does not happen again in the future.

Please rest assured that the payment of [Insert Amount] will be processed by [Insert Date]. We value your partnership and appreciate your understanding in this matter.

Thank you for your patience and for your continued support. Should you have any questions or concerns, please do not hesitate to reach out to me directly.

Warm regards,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Position]  
[Your Company Name]  
[Your Contact Information]