

Subject: Explanation for Late Payment

Dear [Client's Name],

I hope this message finds you well. I am writing to inform you about the delay in the payment for invoice #[Invoice Number], which was due on [Due Date]. We sincerely apologize for any inconvenience this may have caused.

The delay was due to [brief explanation of the reason for the late payment, e.g., unexpected cash flow issues, administrative error, etc.]. We understand the importance of timely payments and are taking steps to resolve this situation promptly.

We anticipate that the payment will be processed by [New Payment Date]. We appreciate your understanding and patience during this time.

Thank you for your continued partnership. Should you have any questions or require further clarification, please do not hesitate to reach out to me directly.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]