

Apology for Payment Delay

Date: [Insert Date]

To,

[Supplier's Name]

[Supplier's Address]

[City, State, Zip Code]

Dear [Supplier's Name],

I hope this message finds you well. I am writing to sincerely apologize for the delay in processing your payment for Invoice #[Invoice Number]. We had anticipated completing this transaction on time; however, unforeseen circumstances led to the delay.

We value our relationship with you and understand the importance of timely payments to your operations. Please be assured that we are currently working to resolve the issue and expect to complete the payment by [Insert Date].

Thank you for your understanding and patience in this matter. We appreciate your continued support and look forward to ensuring a smoother process in the future.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Contact Information]