

Apology for Delayed Payment

Date: [Insert Date]

[Supplier's Name]

[Supplier's Address]

Dear [Supplier's Name],

I hope this message finds you well. I am writing to sincerely apologize for the delay in the payment for our recent invoice (Invoice No: [Insert Invoice Number]) due on [Insert Due Date].

Due to [brief explanation of the reason for the delay, e.g., unexpected financial constraints or administrative oversight], we were unable to process the payment on time. We understand the importance of timely payments and the impact that late payments can have on your operations.

Please rest assured that we are taking immediate steps to rectify this situation. We expect to have the payment processed by [Insert New Payment Date].

We value our relationship with you and appreciate your understanding in this matter. If you have any questions or require further information, please do not hesitate to reach out.

Thank you for your patience and understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]