

# Formal Apology Letter for Late Remittance

Date: [Insert Date]

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Email]  
[Your Phone Number]

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

Dear [Recipient's Name],

I am writing to formally apologize for the delay in our recent remittance due on [insert due date]. I understand that this may have caused inconvenience and disrupted your financial planning.

The delay was due to [briefly explain the reason if appropriate, e.g., unforeseen circumstances, administrative error, etc.]. Please be assured that this is not reflective of our standard operating procedures, and we are taking steps to ensure this does not happen in the future.

We have processed your payment, and you should receive it by [insert expected payment date]. Again, I sincerely apologize for any inconvenience this may have caused.

Thank you for your understanding and patience in this matter. Please do not hesitate to reach out if you have any questions or require further clarification.

Sincerely,  
[Your Name]  
[Your Position]  
[Your Company Name]