

Letter of Regret for Late Payment

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to express my sincere regret for not being able to make the payment due on [insert due date] for [mention invoice number or service/product].

Due to [briefly explain reason, e.g., unforeseen circumstances], I was unable to fulfill this obligation on time. I understand the importance of timely payments and the impact that delays can have on our relationship.

I assure you that this is not typical of my business practices, and I am committed to resolving this matter promptly. I have already taken steps to ensure that the payment will be made by [insert new payment date].

Thank you for your understanding and patience in this matter. I value our relationship and look forward to continuing to work together.

Sincerely,

[Your Name]

[Your Position, if applicable]

[Your Company Name, if applicable]