

Dear [Recipient's Name],

I hope this message finds you well. I am writing to sincerely apologize for the delayed payment regarding invoice #[Invoice Number], which was due on [Due Date].

Unfortunately, due to [brief explanation of the reason for the delay], I was unable to make the payment on time. I understand that this may have caused inconvenience for you, and for that, I am truly sorry.

I take my financial commitments seriously and am actively working to resolve this situation. I assure you that the payment will be made by [New Payment Date].

Thank you for your understanding and patience in this matter. Please let me know if there is anything further I can do to rectify the situation.

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