

Subject: Apology for Delay in Payment

Dear [Vendor's Name],

I hope this message finds you well. I am writing to sincerely apologize for the delay in processing the payment for the invoice #[Invoice Number] dated [Invoice Date].

Due to [brief explanation of reason, e.g., unforeseen circumstances, cash flow issues], we were unable to meet our usual payment schedule. We value our relationship with you and understand the importance of timely payments.

We are currently working to resolve this matter and ensure that the payment is made by [new payment date]. Please be assured that this will not be a regular occurrence, and we are taking steps to improve our payment process moving forward.

Thank you for your understanding and patience in this matter. If you have any questions or concerns, please do not hesitate to reach out.

Best regards,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]