

Dear [Vendor's Name],

I hope this message finds you well. I am writing to sincerely apologize for the delay in payment for Invoice #[Invoice Number] dated [Invoice Date]. We value our relationship with you and appreciate the services you provide to our company.

The delay was due to [brief explanation of the reason, e.g., unforeseen circumstances, internal processing issues], and I take full responsibility for this oversight.

We have taken the necessary steps to ensure that this does not happen again in the future. Your understanding and patience are greatly appreciated, and we are committed to making the payment of [amount] by [new payment date].

Thank you for your understanding, and I hope to continue our successful partnership moving forward.

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