

[Your Name]

[Your Position]

[Your Company]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Supplier's Name]

[Supplier's Company]

[Supplier Address]

[City, State, Zip Code]

Subject: Apology for Late Payment

Dear [Supplier's Name],

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

Unfortunately, due to [brief explanation of the reason for the delay], we were unable to meet our agreed-upon payment terms. This does not reflect our commitment to our partnership, and I want to express my appreciation for your understanding and patience during this time.

We value the strong relationship we have built with your company and assure you that we are taking the necessary steps to ensure timely payments in the future. We have processed the payment, and you can expect to receive it by [New Payment Date].

Again, I apologize for any inconvenience this may have caused and appreciate your understanding. Thank you for your continued support.

Warm regards,

[Your Name]

[Your Position]

[Your Company]

[Phone Number]