

# Letter of Commitment

[Your Company Letterhead]

[Date]

[Supplier's Name]

[Supplier's Address]

[City, State, Zip Code]

Dear [Supplier's Name],

Subject: Commitment to Resolve Late Payment Issue

We hope this message finds you well. We are writing to address the recent late payments concerning our account, and we want to assure you of our commitment to resolving this matter as promptly as possible.

We recognize that timely payments are vital for our continued partnership and value the trust you've placed in us. Unfortunately, due to [brief explanation of the issue], payments have been delayed. Please accept our sincerest apologies for any inconvenience this may have caused.

We are taking immediate steps to address this situation and have implemented measures to ensure timely payments moving forward. Specifically, we commit to the following:

- Clearing the outstanding balance of [amount] by [specific date].
- Establishing a revised payment schedule to prevent future delays.
- Regular communication to keep you informed about our payment status.

We highly value our relationship with you and appreciate your understanding as we work to rectify this situation. Please feel free to reach out to us with any questions or concerns.

Thank you for your continued support and partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]