

Letter of Goodwill Gesture

Date: [Insert Date]

[Vendor's Name]

[Vendor's Address]

[City, State, Zip Code]

Dear [Vendor's Name],

I hope this message finds you well. I am writing to address a recent delay in payment for invoice #[Invoice Number] dated [Invoice Date]. We understand the importance of timely payments and sincerely apologize for any inconvenience this may have caused.

Due to unforeseen circumstances, we were unable to process the payment on time. We value our relationship with you and appreciate your understanding during this situation.

As a gesture of goodwill, we would like to offer [describe the goodwill gesture, e.g., a discount on the next invoice, a small gift, etc.]. We hope this will demonstrate our commitment to maintaining a strong partnership with you.

We have already processed the payment and you should receive it by [mention the payment date]. Thank you for your patience and understanding.

If you have any further questions or concerns, please do not hesitate to reach out to me directly at [Your Phone Number] or [Your Email Address].

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]