

Letter of Pledge to Expedite Overdue Payment

Date: [Insert Date]

[Supplier's Name]

[Supplier's Address]

[City, State, Zip Code]

Dear [Supplier's Name],

We are writing to formally address the overdue payment of invoice #[Invoice Number] dated [Invoice Date], which we acknowledge is overdue. We sincerely apologize for any inconvenience this may have caused your business.

In light of our ongoing relationship and the importance of your services to us, we are committed to expediting this payment. We assure you that the payment will be processed and completed by [New Payment Date].

We appreciate your understanding and patience in this matter. Please feel free to reach out if you have any questions or require further information.

Thank you for your continued partnership.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[Your Phone Number]

[Your Email Address]