

Date: [Insert Date]

[Supplier's Name]

[Supplier's Address]

[City, State, Zip Code]

Dear [Supplier's Name],

I hope this message finds you well. I am writing to express our sincere regret regarding the overdue payment for invoice #[Invoice Number], which was due on [Due Date]. We understand the importance of timely payments and the impact this may have on your operations.

The delay has been due to [brief explanation of the reason, if appropriate], and we are actively working to resolve this issue. We value our relationship with you and assure you that this is not a reflection of our commitment to honoring our obligations.

We are currently processing the payment and expect to have the funds transferred by [Expected Payment Date]. We truly appreciate your understanding and patience in this matter.

Please feel free to reach out if you have any questions or concerns. We value our partnership and look forward to continuing our successful collaboration.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]