

Subject: Request for Understanding Regarding Late Payment

Dear [Vendor's Name],

I hope this message finds you well. I am writing to sincerely apologize for the delay in our payment for invoice number [Invoice Number], dated [Invoice Date]. Due to [brief explanation of the reason for the delay, e.g., unforeseen circumstances, cash flow issues], we have been unable to process the payment on time.

We value our partnership with you and are committed to settling this matter as soon as possible. We expect to complete the payment by [specific date]. Please rest assured that we are taking the necessary steps to prevent this from occurring in the future.

Thank you for your understanding and patience during this time. If you have any questions or need further information, please feel free to reach out to me directly.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]