

# Subject: Apology for Late Payment

Dear [Supplier's Name],

I hope this message finds you well. I am writing to sincerely apologize for the delay in our recent payment due on [due date]. We value your partnership and understand the importance of timely payments.

Due to [reason for delay], we were unable to meet our contractual obligations. We are actively working to resolve this matter and expect the payment of [amount] to be completed by [new payment date].

We appreciate your understanding and patience in this situation. Please rest assured that we have taken steps to prevent such delays in the future.

Thank you for your continued support and cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]