

Apology Letter for Overdue Invoice with Assurance of Future Promptness

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title/Position]

[Recipient Company Name]

[Recipient Address Line 1]

[Recipient Address Line 2]

Dear [Recipient Name],

I am writing on behalf of [Your Company Name] to sincerely apologize for the delay in settling invoice number **[Invoice Number]**, originally due on **[Due Date]**. We understand that timely payments are a crucial part of maintaining a strong and trustworthy business relationship, and we deeply regret any inconvenience this may have caused to you and your team.

We take full responsibility for this oversight and want to assure you that the outstanding amount of **[Invoice Amount]** has now been processed for payment. Please expect confirmation of this transaction shortly.

To prevent this from happening in the future, we have implemented additional measures within our accounts payable department, including stricter internal reminders and enhanced tracking of outgoing payments. We are committed to ensuring prompt and efficient handling of all future invoices.

At [Your Company Name], we value the trust and partnership we share with your organization. We appreciate your understanding and patience in this matter, and we look forward to continuing our mutually beneficial business relationship.

If you have any further questions or require additional information regarding this payment, please do not hesitate to contact me directly at [Your Phone Number] or [Your Email].

Thank you for your attention, and please accept our sincerest apologies once again.

Kind regards,

[Your Name]

[Your Position]

[Your Company Name]