

Formal Apology Letter for Late Payment with Request for Extension

[Your Name]
[Your Position, if applicable]
[Your Company Name, if applicable]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Position or Department, if applicable]
[Recipient's Company Name]
[Recipient's Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally apologize for the delay in payment for invoice number [Invoice Number], originally due on [Original Due Date]. Unfortunately, due to [briefly state reason for late payment, e.g., unexpected financial constraints, administrative error, etc.], we have been unable to fulfill our obligation by the agreed-upon date.

Please accept our sincerest apologies for any inconvenience this may have caused. We greatly value our relationship with [Recipient's Company Name] and deeply regret any disruption that this delay may have caused to your operations.

We kindly request an extension to settle the outstanding amount by [Proposed New Payment Date]. We are making every effort to resolve this matter as swiftly as possible and assure you this delay is not reflective of our usual standards.

Thank you for your understanding and consideration. Please let us know if you require any further information or have specific conditions regarding the extension request. We appreciate your patience and continued partnership.

Yours sincerely,

[Your Name]
[Your Position, if applicable]
[Your Company Name, if applicable]