

[Your Company Letterhead]

[Date]

[Recipient's Name]  
[Recipient's Position]  
[Company Name]  
[Company Address]

Dear [Recipient's Name],

I am writing on behalf of [Your Company Name] to formally apologize for the delay in settling our outstanding invoices, reference numbers [Invoice Numbers], which were due on [Original Due Dates]. We understand the importance of timely payments in supporting smooth business operations, and we deeply regret any inconvenience this delay may have caused your organization.

The delay resulted from [briefly explain reason, e.g., unforeseen cash flow issues or administrative delays], and we take full responsibility for not adhering to the agreed payment schedule. This is not reflective of the values or standards with which we conduct our business.

Please be assured that settling our account is our utmost priority. We have instituted immediate measures to address this issue and expect to clear all outstanding dues by [specific date or timeframe]. We greatly value our business relationship and are committed to restoring your trust in our company.

Once again, we apologize for any inconvenience caused and appreciate your patience and understanding. Should you require any further information or wish to discuss payment arrangements, please feel free to contact me directly at [Your Phone Number] or [Your Email Address].

Thank you for your continued partnership. We look forward to maintaining a mutually beneficial professional relationship.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company Name]