

[Your Name]
[Your Position/Title, if applicable]
[Your Company/Organization]
[Address Line 1]
[Address Line 2]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Position/Title]
[Recipient Company/Organization]
[Recipient Address Line 1]
[Recipient Address Line 2]
[Recipient City, State, ZIP Code]

Dear [Recipient Name],

I am writing to formally apologize for the delayed payment for [invoice number/description of the transaction], which was due on [original due date]. I understand the inconvenience and disruption that this delay may have caused to your operations, and I sincerely regret any difficulties resulting from our late payment.

The delay was due to [briefly state the reason for the delay, e.g., unforeseen administrative issues, cash flow constraints, banking error, etc.]. We recognize the importance of upholding trust and professionalism in our business relationship, and this incident is not reflective of the standards we strive to maintain.

Please be assured that immediate steps have been taken to settle the outstanding amount of [specify amount]. We have processed the payment on [date of payment or expected payment date] and will forward any confirmation or reference details to you as soon as possible.

We deeply value our relationship with [Recipient Company/Organization] and appreciate your patience and understanding. Restoring your confidence is of utmost importance to us, and we are implementing measures to ensure this situation does not repeat in the future.

Thank you for your understanding and cooperation. Should you require any further information or clarification, please do not hesitate to contact me directly at [your phone number or email address].

Once again, please accept our most sincere apologies.

Yours faithfully,

[Your Name]
[Your Position/Title]