

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

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

Subject: Formal Apology for Late Payment and Assurance to Clear Dues

Dear [Recipient's Name],

I am writing to formally apologize for the delay in payment regarding invoice number [Invoice Number], which was due on [Original Due Date]. We truly regret any inconvenience or disruption this delay may have caused to your business operations.

The delay was due to [briefly state reason if appropriate, e.g., unforeseen administrative issues, cash flow management, etc.], and we acknowledge that this does not reflect the professional standards we strive to uphold in our working relationship.

Please be assured that settling the outstanding amount of [Amount Due] is now our top priority. We have initiated steps to ensure full payment will be cleared by [Committed Payment Date], and will send you the payment confirmation accordingly. Moving forward, we are also implementing measures to prevent such delays in the future.

We greatly value our partnership and appreciate your patience and understanding in this matter. If you have any further questions or require additional information, please feel free to contact me directly.

Once again, we apologize for any inconvenience caused and thank you for your continued cooperation.

Sincerely,
[Your Name]
[Your Position/Title]
[Your Company/Organization Name]