

[Your Name]
[Your Position/Title]
[Your Company/Organization Name]
[Company Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

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

Dear [Recipient Name],

I am writing to formally apologize for the delay in our payment regarding invoice [Invoice Number/Reference] dated [Invoice Date], originally due on [Original Due Date]. We value our business relationship and deeply regret any inconvenience this delay may have caused.

Unfortunately, the delay is due to [briefly explain the reason for the delay, e.g., unforeseen cash flow challenges, administrative errors, changes in payment processing, etc.]. Please rest assured that this is an isolated incident and not reflective of our usual payment practices.

We are taking immediate steps to resolve this matter and have put in place measures to prevent its recurrence. In light of the current circumstances, we kindly request an extension of the payment deadline to [Requested New Due Date]. We are committed to settling the outstanding amount no later than this date and can provide updates on our payment progress if required.

We greatly appreciate your understanding and flexibility and apologize once again for any inconvenience caused. Please let us know if you require any additional information or if there are forms and procedures to complete our extension request.

Thank you for your continued partnership and trust. We look forward to maintaining and strengthening our valuable business relationship.

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