

[Your Company Name]
[Your Company Address]
[City, State, ZIP Code]
[Date]

[Supplier's Name]
[Supplier's Company Name]
[Supplier's Address]
[City, State, ZIP Code]

Dear [Supplier's Name],

Subject: Apology for Delay in Payment and Assurance of Repayment

We are writing to express our sincere apologies for the delay in settling our outstanding invoice(s) with your esteemed company. We fully understand the inconvenience this may have caused and sincerely regret any disruption this may have brought to your operations.

The delay was due to [briefly describe unforeseen circumstances, such as â€œunexpected financial constraints,â€œ â€œdelays in receiving payments from our clients,â€ or â€œinternal accounting issuesâ€]. Please be assured that this situation does not reflect our usual business practice, nor does it diminish the value we place on the relationship with your organization.

We acknowledge our responsibility for this oversight and are committed to resolving the outstanding payment as quickly as possible. We have arranged for the full payment of [amount due] to be processed by [specific date]. We kindly request your patience and understanding while we finalize this transaction.

Once again, we apologize for any inconvenience this delay may have caused and appreciate your continued support and partnership. Should you have any questions or require additional information, please do not hesitate to contact us directly.

Thank you for your understanding and cooperation.

Sincerely,
[Your Name]
[Your Position]
[Your Contact Information]
[Your Company Name]