

Professional Apology Letter for Delay in Payment

[Your Name]

[Your Position/Title]

[Your Company Name]

[Company Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title/Position]

[Recipient Company Name]

[Recipient Address]

[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to formally apologize for the delay in processing payment for invoice number [Invoice Number], originally due on [Original Due Date]. We regret any inconvenience this delay may have caused.

The delay was due to [briefly explain reason for delay, e.g., unexpected cash flow difficulties, system issue, administrative oversight]. We understand the importance of timely payments and want to assure you that this situation does not reflect our usual business practices or commitment to our valued partners.

Please be informed that we have taken immediate steps to resolve this issue and the outstanding payment of [Amount] will be processed by [New Payment Date]. We kindly ask for your understanding and patience during this time.

We highly value our business relationship and appreciate your continued partnership. If you have any questions or require further clarification, please do not hesitate to contact me directly at [Your Phone Number] or [Your Email Address].

Once again, we sincerely apologize for any inconvenience caused and thank you for your understanding.

Yours sincerely,

[Your Name]

[Your Position/Title]