

Apology Letter Template for Missing Payment Deadline

Dear [Recipient's Name],

I hope this message finds you well. I am writing to sincerely apologize for not meeting the agreed payment deadline for [invoice number, service, or product] due on [original due date].

The delay was a result of [briefly state reason, e.g., unforeseen circumstances, financial constraints, administrative oversight]. I take full responsibility for this oversight and understand the inconvenience it may have caused you and your team.

Please be assured that I am taking immediate steps to resolve this matter. The outstanding payment of [amount] will be made on or before [new payment date]. I am also reviewing our internal processes to ensure that payments are made promptly in the future and that this situation does not reoccur.

I value our relationship and greatly appreciate your patience and understanding. Should you have any concerns or require further information, please feel free to contact me directly.

Once again, please accept my sincerest apologies for any inconvenience this may have caused.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position/Title, if applicable]

[Your Company Name, if applicable]

[Contact Information]