

Subject: Apology for Missing Payment Deadline and Corrective Arrangement

Dear [Recipient's Name],

I hope this message finds you well. I am writing to sincerely apologize for missing the recent payment deadline for [invoice/bill number or description], which was due on [original due date]. I understand the importance of adhering to agreed payment terms, and I regret any inconvenience this delay may have caused.

The delay was due to [briefly explain the reason, e.g., unforeseen administrative issues, cash flow timing, system error, etc.], and I take full responsibility for this oversight. Please rest assured that this was not intentional, and I highly value our business relationship.

To rectify the situation, I have made arrangements to complete the outstanding payment of [amount] by [new payment date]. I have also implemented measures to ensure this does not happen again in the future, such as [briefly mention corrective action, e.g., improving internal processes, setting up payment reminders, etc.].

Once again, I apologize for any inconvenience this has caused. Please let me know if there are any additional steps you would like me to take or if there are any late fees or charges that need to be addressed.

Thank you for your understanding and patience. I truly appreciate your cooperation.

Best regards,

[Your Name]

[Your Position/Company, if applicable]

[Contact Information]