

Date: [Insert Date]

To,
[Supplier Name]
[Supplier Company Name]
[Supplier Address]

Subject: Apology for Late Payment and Request for Waiver of Penalties

Dear [Supplier Name],

We hope this message finds you well. We are writing to sincerely apologize for the delay in settling our outstanding invoice #[Invoice Number], originally due on [Original Due Date], for the amount of [Invoice Amount].

Unfortunately, due to [briefly explain reason for delay, e.g., unforeseen cash flow issues, system errors, etc.], we were unable to process the payment on time. We fully understand the importance of timely payments and the inconvenience this may have caused you and your team.

We deeply regret this oversight and want to assure you that immediate steps have been taken to prevent such incidents in the future. We highly value our relationship with [Supplier Company Name] and are committed to maintaining our strong and mutually beneficial partnership.

We have prioritized the settlement of the outstanding amount, which will be paid in full by [Proposed Payment Date]. In view of our long-standing collaboration, we kindly request that you consider waiving any late payment penalties or interest fees associated with this delay. We would be grateful if you could support us in this request, which would further strengthen our business relationship.

Once again, we apologize for any inconvenience caused and appreciate your understanding and support. Please feel free to contact us if you require any further information or clarification regarding this matter.

Thank you for your patience and continued partnership.

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