

[Your Company Letterhead]

Date: [Insert Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient Name],

I am writing on behalf of [Your Company Name] to sincerely apologize for the delayed payment of invoice number [Invoice Number] dated [Invoice Date], with an outstanding amount of [Invoice Amount].

We truly value the relationship we have built with your company and regret any inconvenience this delay may have caused. The delay was the result of [briefly explain the reason for the delay, e.g., internal processing issues, temporary cash flow constraints, etc.], and we hold ourselves fully accountable for this oversight.

We assure you that steps have been taken to resolve the issue and ensure it does not occur again. The outstanding payment is now being processed and will be settled by [specific payment date]. Please find attached any supporting documents as evidence of our commitment to this resolution.

We greatly appreciate your patience and understanding in this matter, and value your ongoing partnership. Should you have any further concerns or require additional information, please do not hesitate to reach out to me directly.

Thank you for your attention, and we look forward to continuing our successful business relationship.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Company Name]

[Contact Information]