

Sample Apology Letter for Late Payment

Dear [Recipient's Name],

I am writing to apologize for the delay in making the payment. I understand that this has caused inconvenience, and I take full responsibility for the oversight.

I want to assure you that the payment is being processed immediately, and I am taking measures to ensure timely payments in the future. Your understanding is greatly appreciated, and I apologize for any disruption this may have caused.

Thank you for your patience.

Sincerely,

[Your Name]