

Apologetic Late Payment Message

Subject: Sincere Apologies for Delayed Payment - Invoice #[Number]

Dear [Recipient],

I am writing with sincere apologies for the delayed payment of invoice #[Invoice Number]. I understand that timely payment is crucial for your business operations, and I deeply regret any inconvenience this delay may have caused.

The payment of \$[Amount] has now been processed and should reflect in your account by [Date].

The delay was due to [brief explanation - system error/administrative oversight/cash flow issue], which has since been resolved.

To demonstrate our commitment to your business relationship, we have included an additional \$[Amount] to cover any late fees or inconvenience caused. We value your services greatly and want to ensure this situation does not recur.

Moving forward, we have implemented additional safeguards in our payment processing system to prevent similar delays. Your patience and understanding during this time are genuinely appreciated.

Please confirm receipt of payment at your earliest convenience.

With sincere regards,

[Your Name]

[Position]

[Contact Information]

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