

Apologetic late payment notification

Subject: Payment Advice with Sincere Apology - Invoice #[Number]

Dear [Recipient Name],

We sincerely apologize for the delayed payment of your invoice #[Invoice Number]. Due to unforeseen circumstances in our payment processing, your payment was delayed beyond our standard terms.

Payment Details:

- Original Due Date: [Date]
- Payment Amount: \$[Amount]
- Payment Date: [Actual Payment Date]
- Late Fee (if applicable): \$[Amount]
- Reference Number: [Reference]

The full payment has now been processed and transferred to your account. We understand the inconvenience this delay may have caused and have implemented additional measures to prevent future occurrences.

As a gesture of goodwill, we have waived any late fees and included a 5% prompt payment discount on your next invoice.

We value our business relationship and apologize once again for this oversight.

Warmest regards,

[Name]

Finance Director

[Company Name]

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