

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title/Position]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Apology for Pending Payment

I hope this message finds you well. I am writing to sincerely apologize for the delay in processing the payment due for [specific invoice/contract details] dated [date].

We value our relationship with you and understand the importance of timely payments. Unfortunately, [brief explanation of the reason for the delay, e.g., unexpected financial issues, administrative errors, etc.]. Please be assured that we are actively working to resolve this issue and anticipate that the payment will be processed by [provide estimated payment date].

We appreciate your understanding and patience in this matter. Thank you for your continued support and partnership.

Sincerely,

[Your Name]
[Your Position]
[Company Name]