

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Title]
[Company Name]
[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to sincerely apologize for the delayed payment on my account, which was due on [Due Date]. I understand the importance of timely payments and regret any inconvenience this may have caused.

Due to [brief explanation of the reason for the delay, if appropriate], I was unable to meet the payment deadline. However, I take full responsibility for this oversight.

I have taken the necessary steps to ensure that this does not happen again in the future. I have enclosed the payment of [amount] which should resolve the outstanding balance.

Thank you for your understanding and patience in this matter. I appreciate your support and look forward to continuing our positive relationship.

Sincerely,

[Your Name]

[Your Job Title, if applicable]

[Your Company Name, if applicable]