

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

[Recipient's Name]
[Recipient's Position]
[Company/Organization Name]
[Company Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

Subject: Apology for Payment Delay

I hope this message finds you well. I am writing to sincerely apologize for the delay in processing the payment that was due on [original payment date].

Unfortunately, [brief reason for the delay, e.g., "due to unforeseen circumstances" or "technical issues"], we were unable to make the payment on time. We understand that this may have caused inconvenience, and for that, we are truly sorry.

We are currently working to resolve the situation, and I assure you that the payment will be processed by [new payment date]. Thank you for your understanding and patience during this time.

If you have any questions or require further information, please feel free to reach out to me directly at [your phone number] or [your email address].

Thank you for your attention to this matter.

Sincerely,

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