

Apology Letter for Late Payment

[Your Name]

[Address]

[Date]

Dear [Recipient Name],

Thank you so much for being a punctual vendor. I have a list of vendors and you have always been the best so far with the quality of your material and in terms of punctuality as well. I hope our business relationship grows stronger over the time.

I work on very ethical business terms and I always try to pay all my vendors on time. But sometimes, we all get some delays in payments due to some of our own personal reasons. I had to pay various vendors in the last two weeks. I had sufficient funds in my account and I was expecting some payments from my customers. My customers delayed the payment due to which I was running short of cash and I was not able to pay you.

I am ready to pay any extra charges for the loss that I may have caused you. You can be sure that this delay was result of some uncertain situation and that I will take extra measures to make sure that this will not happen again.

I have attached a cheque with this letter. I hope our business relations will continue as ever despite the little problems we face at times. I highly appreciate your patience and understanding over this matter. Please let me know any of your concerns. I will be more than happy to respond.

Sincerely

[Your Name]