

Provisional Late Payment Apology Email

Subject: Apology and Update on Pending Payment

Dear [Recipient Name],

I am writing to apologize for the delay in payment of [Invoice/Amount]. Our finance team is currently processing it, and we anticipate completion by [Expected Date].

We sincerely regret any inconvenience this may have caused and appreciate your patience.

Kind regards,

[Your Name]

[Company Name]

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