

Dear [Vendor Name],

I am very sorry that you have not yet received my payment for this month's service. A recent error in my account prevented me from accessing the necessary funds to cover the expense.

My bank has since corrected the error and the money should be restored to my account by the end of the week, at which point I will expedite payment to you. The bank has also assured me that the circumstances surrounding the error were rare and shouldn't impact my account going forward.

I truly value our business relationship and this late payment is not a reflection of that. I'm very sorry and will do everything in my power to make sure that it doesn't happen again.

Sincerely,

[Name]

[Title]