

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Return address:  
Name  
Address Line 1  
Address Line 2  
City, State Zip Code

Date

Name  
Company  
Address Line  
City, State Zip Code

Re: Apology for Not Crediting Payment

Dear :

We apologize for not crediting your payment to your account. We have applied this payment and your balance reflects the correction.

If you have any questions, please do not hesitate to contact us.

Sincerely,

N A M E