

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 Late payment – Friendly

Dear :

I was quite surprised when I received notification that my payment was late. Upon receipt, I immediately took steps to bring my account current. I apologize for any inconveniences this delay in payment may have caused. Thank you for your understanding in this matter. I guarantee you that this incident will not happen again.

Sincerely,

N A M E