

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: Return of Late Payment and Denial of Discount

Dear :

The limited offer of an extra 35% off was for the period of {date} to {date}. Your payment had to be postmarked by the last date to receive the special discount. Your payment was marked {date}. This is two days past the last day. We are sorry, but we are unable to apply the special discount to your account. We have included your late payment with this letter.

We are sorry for any inconveniences. Please be aware of the period allotted to special rates and offers. If you have any questions, please do not hesitate to contact us.

Sincerely,

N A M E