

## **Late Payment Apology Letter**

**This package contains:**

1. Instructions & Checklist for Late Payment Apology Letter
2. Late Payment Apology Letter

## Instructions & Checklist for Late Payment Apology Letter

- ☐ This package contains (1) Instructions & Checklist for Late Payment Apology Letter; and (2) Late Payment Apology Letter;
- ☐ This form is designed to assist you in drafting an apology letter for mailing a payment late.
- ☐ Be sure to sign the letter and to make a copy before sending it out.
- ☐ Bracketed instructions may be included on this form to assist you in completing it and should be removed before printing. Generally in Microsoft Word, you can click on the bracketed instruction and start typing.
- ☐ These forms are not intended and are not a substitute for legal advice. These forms should only be a starting point for you and should not be used without consulting with an attorney first. An attorney should be consulted before negotiating any document with another party.
- ☐ The purchase and use of these forms, is subject to the Disclaimers and Terms of Use found at [findlegalforms.com](http://findlegalforms.com).

[Your Name]  
[Street Address]  
[City, State ZIP Code]  
[phone number - optional]  
[email address - optional]

May 19, 2009

[Name of Recipient]  
[Title]  
[Company Name]  
[Street Address]  
[City, State ZIP Code]

Dear [Name of Recipient]:

We apologize about the delay in making our payment in the amount of [AMOUNT] due on [DATE PAYMENT DUE] for account number [ACCOUNT NUMBER]. Please note that the payment went out on [DATE PAYMENT MADE].

Please forgive this delay caused by a small oversight on our part. Should you have any questions, please do not hesitate to contact me.

Sincerely,

[Your Name]  
[Title if any or delete if none]