[Your Name]

[Street Address]

[City, ST ZIP Code]

[Date]

[Recipient Name]

[Title]

[Company Name]

[Street Address]

[City, ST ZIP Code]

Dear [Recipient Name]:

Due to an oversight on our part, this month’s payment, in the amount of $[amount] and due on [date], was mailed just today. Our account number is [account number]. Please forgive our inattention. If you have any questions, please contact me at [phone number].

Sincerely,

[Your Name]