

June 29, 2023

Contact Name
Address
Address2
City, State/Province
Zip/Postal Code

OBJECT: APOLOGY FOR LATE PAYMENT

Dear [CONTACT NAME],

Your letter arrived a few days ago and I must confess that this obligation completely slipped my mind. Needless to say, there is no excuse for this and I extend my sincerest apologies along with the attached check.

Please accept our warmest regards and sincerest hope that all is well. We certainly look forward to meeting you in the near future.

Again, thank you and please accept my apologies.

Sincerely,

Your name
Your title
(800) 123-4567
youremail@yourcompany.com