

June 29, 2023

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

OBJECT: ENCLOSED IS OUR PAYMENT

Dear [CONTACT NAME],

Enclosed is our payment in the amount of [AMOUNT] which should clear up any balance in our account with you.

We are very sorry that it has taken such a long time to remit our payment to you and we hope that you will understand that we have been experiencing some extremely difficult cash flow problems. We are happy to inform you, however, that we are now on the road to recovery and anticipate a good year.

Thank you for your understanding and the courtesousness you have shown our company during this rough period.

Sincerely,

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