

Laurel Yan
[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,

Laurel Yan