[DATE]

Contact Name

Address

Address2

City,

State/Province

Zip/Postal Code

**RE: Apology for Late PAyment**

Dear [CONTACT],

I apologize in advance but I had completely forgotten about this obligation.

So it follows that there is absolutely no excuse for this and I extend my sincerest apologies along with the attached cheque.  
  
Please accept our warmest regards and sincerest apologies. We hope that all is well, and we look forward to meeting with you in the near future.  
  
Once again, thank you for your tolerance in this regard.

Kind Regards,

[YOUR NAME]

[YOUR TITLE]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]