[DATE]

Contact Name

Address

Address2

City,

State/Province

Zip/Postal Code

**RE: ENCLOSED IS OUR PAYMENT**

Dear [CONTACT NAME],

Enclosed is our payment for the amount of [AMOUNT]. This should clear the unpaid balance in the account.

We apologize for our delayed payment and we hope that you understand that the business has been suffered from cash flow issues. 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 courtesy you have shown our company during this rough period.

Kind Regards,

[YOUR NAME]

[YOUR TITLE]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]

[IF SENT BY EMAIL YOU MAY INCLUDE THIS NOTICE]

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