

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to address the recent late payment issue related to my account [Account Number or Invoice Number]. I sincerely apologize for any inconvenience this may have caused and appreciate your understanding.

Due to [brief explanation of the reason for the late payment], I was unable to make the payment by the due date. However, I have taken steps to ensure that this situation does not occur again in the future.

I have already processed the payment of [Amount] on [Payment Date], and I kindly ask for your assistance in updating my account accordingly. If there are any outstanding fees or penalties, please let me know so I can rectify them promptly.

Thank you for your understanding and support. I look forward to continuing to work with [Company Name] in the future.

Sincerely,

[Your Name]  
[Your Job Title, if applicable]  
[Your Company Name, if applicable]