

[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 am writing to formally explain the underpayment of my telecommunications bill for the billing period of [insert date range]. I acknowledge that the amount paid was less than what was due, and I would like to provide some context for this situation.

Due to [briefly explain reason for underpayment, e.g., unforeseen circumstances, budgeting errors], I was unable to remit the full payment of [insert correct amount]. I have always valued my relationship with [Company Name] and strive to maintain timely payments.

To rectify this matter, I am currently arranging the necessary funds to cover the outstanding balance of [insert amount]. I expect to make this payment by [insert date].

I appreciate your understanding and assistance in this matter. If you require any additional information or wish to discuss this further, please feel free to contact me at [insert your phone number] or [insert your email address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]