

# Letter of Commitment to Rectify Payment Error

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally address the payment error that occurred on [insert date of the payment error]. As a valued partner, we take full responsibility for the mistake and are committed to rectifying the situation promptly.

We have identified the cause of this error and have implemented measures to prevent it from happening in the future. I assure you that the corrected payment of [insert amount] will be processed by [insert date of payment].

We appreciate your understanding and patience in this matter. Please do not hesitate to reach out to me directly at [your phone number] or [your email address] if you have any questions or concerns.

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]