

# Remittance Letter

Date: [Insert Date]

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

[Recipient's Name]  
[Recipient's Company Name]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you that we have processed a remittance of [Insert Amount] for Invoice #[Insert Invoice Number]. We sincerely apologize for the recent oversight regarding the billing of this invoice, which was due to [brief explanation of oversight].

We appreciate your understanding and patience in this matter. Please find the payment details below:

Amount: [Insert Amount]  
Payment Method: [Insert Payment Method]  
Transaction Reference Number: [Insert Reference Number]

If you have any questions or require further clarification, please do not hesitate to reach out to me directly at [Your Phone Number] or [Your Email Address].

Thank you for your continued partnership. We value your business and look forward to serving you in the future.

Warm regards,

[Your Name]  
[Your Position]  
[Your Company Name]