

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

[Date]

[Recipient Name or Billing Department]
[Company Name]
[Company Address]
[City, State, Zip Code]

Subject: Notice of Payment Resolution - Account Number: [Account Number]

Dear [Recipient Name or Billing Department],

I am writing to formally address a payment issue regarding my recent transaction for [Invoice/Reference Number] in the amount of \$[Amount], which was due on [Original Due Date].

Due to an unexpected oversight resulting in insufficient funds, the initial payment was not processed. I am aware that my account is currently within the allowed grace period, and I wish to resolve this matter immediately to ensure my account remains in good standing.

I have taken the following action to rectify the balance:

- [Option 1: I have re-submitted the payment via (Online Portal/Phone) today.]
- [Option 2: I have enclosed a certified check/money order for the full amount.]
- [Option 3: Please attempt to process the payment again on (Date).]

I kindly request that you waive any late fees or NSF charges associated with this incident, as I am settling the balance within the grace period. Please confirm once this payment has been successfully applied to my account.

Thank you for your understanding and assistance in this matter.

Sincerely,

[Your Signature]

[Your Printed Name]