[Your Name]

[Company Name]

[Street Address] [City, ST ZIP Code]

[Date]

[Recipient Name]

[Title]

[Company Name]

[Street Address] [City, ST ZIP Code]

Dear [Recipient Name]:

This letter is being written in reference to the last payment made by our company. The invoice number that was issued last month was [XXXX]. I lately came to know that we have made a serious mistake in paying our employees. The cheque that was paid to you on [DATE] date had wrong payment related information.

Please accept our serious apology for making you suffer from the inconvenience caused due to an error in payroll. We assure that we will solve this problem as soon as possible and also ensure that this will not happen again.

Sincerely,

[Your Name]

[Title]