[Name of Recipient]

[Designation of Recipient]

[Organization Name]

Date:

**Subject: [Write in bold letters. It must explain the purpose of the letter]**

Dear Mr. / Mrs. [Name of the Recipient],

On Thursday, 9th June, we deposited a sum of [mention Amount] to another supplier of our company named, John Smith Traders. The aforesaid amount was intended to be sent to your account named, Jane Smith Traders, but it was sent to the aforementioned account by mistake. It was because of the mistake of our office boy that we thought we have sent your amount but you did not receive it.

I must say I am extremely sorry for this. I am sure you will accept my apologies and will understand that it happened just because of the confusion of names. The amount will be transferred to your account within the next two working days.

Thanks!

Yours Sincerely,

[Sender Name]

[Sender Signature]

[Sender Contact Details]