

[Insert company or personal letterhead, or type your name and address]

January 27, 1997

[Mr/Ms] [First Name] X. [Last Name]

[Position]

[Company]

[Department]

[Division]

[Address 1]

[Address 2]

[City], [St/Prov], [Country] [ZIP/POSTAL]

Re: Your [month and year] invoice

[Salutation]

I have enclosed your [month and year] invoice. Please send your payment by [due date] to avoid overdue charges.

If you have any questions about the invoice, please phone me at [your phone number]. I would be happy to help.

Thank you for your business. I look forward to working with you again.

Sincerely,

[Your Name]

[Your Position]

[Notations for Enclosures, cc:, etc.]