

[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: Payment received

[Salutation]

Thank you for your payment of \$[amount paid] on your balance, which I received on [date payment received] and credited to your account.

Please pay the remaining \$[outstanding balance] by [due date].

If you have any questions, please phone me at [your phone number].

Sincerely,

[Your Name]
[Your Position]

[Notations for Enclosures, cc:, etc.]