

[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 of your invoice #[number of invoice]

[Salutation]

I have enclosed a [check/money order/draft] for \$[amount of payment] as payment for [describe goods or services being paid for], along with a copy of your invoice number [number of invoice].

Thank you for extending credit to [your own company name]. I look forward to doing business with you again.

Sincerely,

[Your Name]
[Your Position]

[Notations for Enclosures, cc:, etc.]