

<today>

<company.organization>
<company.address1.>
<company.city>,<company.state> <company.zip>

<salutation>

I wrote you last month with regard to the following invoices:

<DATE 1>	<NUMBER 1>	<AMOUNT 1>
<DATE 2>	<NUMBER 2>	<AMOUNT 2>
<DATE 3>	<NUMBER 3>	<AMOUNT 3>
<DATE 4>	<NUMBER 4>	<AMOUNT 4>

<SALES REP> will be calling on you within the week. He will be prepared to answer any questions you have. I have instructed him to bring back a check and give you a receipt clearing up these old invoices.

Sincerely,

<name>