

<<today>

<company.organization>

<company.address1.>

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

<salutation>

You have been so prompt in your payment of bills that we are sure you overlooked your <month> account. The amount of that month's purchases come to <\$amount>. We hope that you will find it convenient now to send us your check for this amount.

If you feel that there is a mistake, or if you have a question, please contact me immediately.

Sincerely,

<name>