

<today>

<company.organization>

<company.address1.>

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

Dear <title>. <name.lastname>,

I was reviewing last month's shipments this morning and, seeing several orders from you, was reminded again of the ideal working relationship we have. I appreciate the business we receive from you and wanted to remind you that I am here if I can be of service in any way.

I know your sales have been increasing and it is good to see you having such a great year. Would you take a minute to check on a couple of invoices for me? My records show invoice numbers < **appropriate numbers** > unpaid from last month. Just send them through for payment when they appear, or let us know if there is any problem with them.

Thanks again,

<your name>