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August 1, 1995

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Dear [recipient's name],

Your invoice [type their invoice number here]

Enclosed is a cheque [cheque number] for the sum of \$[cheque value] as payment for your invoice dated [date of invoice].

We realise this payment is overdue and apologise for the lateness of payment. At this time we cannot

explain the reason for the delay in you receiving this money due and will investigate the matter to

ensure further delays will not occur.

Thank you for your patience.

Sincerely,

[Sign here]

[type your name here]

[type your job title here]