[type your company name here]

[type your address here] [type your area code, telephone num

ber, fax number here]ACN [Type your Australian Company Numbe

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Dear [recipient's name],

Cheque already sent

Your second invoice [type their invoice number here] has been recently received. However, our
records show the payment for this invoice was sent to you on [date cheque sent].
If you have not yet received the cheque [number of cheque] for $[value of cheque] dated [date of
cheque] please inform me at once. We will stop payment on the original cheque and forward a
replacement at once.
Sincerely,

[Sign here]

[type your name here]
[type your job title here]