[type your company name here]

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

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

r
h
e
r
e
-
i
f
y
o
u
h
a
v
e
o
n
e
]

August 1, 1995

[
t
y
p
e
r
e
c
i
p
i
e
n
t
'
s
n
a
m
e
h
e
r
e
]
[
t
y
p

e

r
e
c
i
p
i
e
n
t
'
s

a
d
d
r
e
s
s

h
e
r
e
]

Dear [recipient's name],

Our Cheque No. [cheque number], date [date]

This is in confirmation of our earlier conversation of [date of conversation] requesting you cancel our
cheque as above.

Thank you for your prompt service.

Sincerely,

[Sign here]

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