[DATE]

Contact Name

Address

Address2

Country

City/Province

Postal Code

**RE: IMPROPER BILLING AFTER PAYMENT**

Dear [CLIENT NAME],

On [DATE] we received your letter which indicated that we had a balance owing in the amount of [AMOUNT].  
  
On [DATE] we sent you an email with proof of payment in the amount of [AMOUNT]. Please advise us on whether or not you had received it.  
  
If you have not received payment from us by the time this letter arrives, please let us know anI can ask our accounts department to issue a stop payment on the funds.  
  
We look forward to hearing from you soon.

Sincerely,

[NAME]

[TITLE]

[CONTACT DETAILS]

[COMPANY EMAIL]