[DATE]

Contact Name

Address

Address2

Country

City/Province

Postal Code

**RE: RESPONSE TO INVOICE RECEIVED AFTER PAYMENT**

Dear [CLIENT NAME],

This letter is to acknowledge our receipt of your invoice [NUMBER].  
  
According to our records, payment for invoice number [NUMBER] was made on [DATE] for an amount of [AMOUNT].  
  
Please review your records and bank deposits to be sure that you have not received our payment. If you are still unable to find a record of payment, contact us,to let us know. We will request a photocopy of our check, and forward it to your office. It normally takes about [NUMBER] days.  
  
Should we not hear from you within [NUMBER] days, we will assume that you have found our payment and have appropriately credited our account.

Sincerely,

[NAME]

[TITLE]

[CONTACT DETAILS]

[COMPANY EMAIL]