[DATE]

Contact Name

Address

Address2

City,

State/Province

Zip/Postal Code

**RE: PAYMENT ON SPECIFIC ACCOUNTS**

Dear [Contact name],

We enclose our cheque of [AMOUNT], which should be credited to the following charges or invoices only:

|  |  |  |
| --- | --- | --- |
| **Invoice/Debt** | **Amount** | **Date due** |
|  |  |  |
|  |  |  |
|  |  |  |

Please issue and send us a statement for those account/s confirming our payment.

Thank you for your collaboration.

Kind Regards,

[YOUR NAME]

[YOUR TITLE]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]