[Print on ... insert Address]

<<Contact Name>>
<<Trading/Company Name>>
<<Address>>
<<Address>>
<<Post Code>>

<<Date>>

Dear <<Name of Contact>>,

R...>

Please find our cheque in the sum ... ement of the above reference invoice(s).

You will note that we have deducte ... t>> from the original total.

This deduction represents our usu ... ccordance with the terms of our agreement.

Please confirm your acceptance o ... oice(s) by sending a credit note for the relevant balance overstate...

If you have any queries please do ... e.

Yours sincerely,

<<Name & Title>>
For and on behalf of <<Company ...