

[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 summent of the above reference invoice(s).

You will note that we have deducted <> from the original total.

This deduction represents the show the goods detailed in the invoice. Please ensure the remainder of the soon as possible. The items included in the invoice(s) but not y s:
<<Relevant details>>

Please confirm your acceptance of voice(s) by sending a credit note for the relevant balance overstated

If you have any queries please do e.

Yours sincerely,

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

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