

October 8, 2012

Contact Name
Address
Address2
City, State/Province
Zip/Postal Code

OBJECT: RESPONSE TO IMPROPER BILLING AFTER PAYMENT

Dear [CONTACT NAME],

On [DATE] I received your letter which indicated that I had a balance owing in the amount of [AMOUNT].

On [DATE] I mailed a check to you in the amount of [AMOUNT]. You should have received my check prior to writing your letter and I am, therefore, somewhat concerned.

If you have not received my check by the time this letter arrives, I would appreciate hearing from you inasmuch as I should issue a stop payment on the funds.

I will hold this matter in abeyance until I hear from you.

Sincerely,

Your name
Your title
(800) 123-4567
youremail@yourcompany.com