

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

D A T E

N A M E
C O M P A N Y
A D D R E S S L I N E
C I T Y, S T A T E Z I P C O D E

Dear :

Enclosed herewith please find a copy of a statement I received from relative to services performed in connection with .

Should you have any questions or desire to discuss this invoice, please do not hesitate to contact me.

Sincerely,

BY:

/
Enclosure