<Date here>

<Vendor Name here>

<Vendor Address here>

<Vendor City, Province here>

<Vendor Postal Code here>

Re: Account Number - <Enter your account number/code here>

To Whom It May Concern:

Our bill/statement dated <enter date here> is currently showing a credit balance in the amount of <enter amount here>. Please forward a cheque for this amount as soon as possible.

Thank you in advance for your prompt attention to this matter.

Regards,

<Your name here>

<Your title here>