

**Company Name**

Address

City, State/Province Zip/Postal Code

Telephone • Fax

June 7, 1993

Chris Fields

West Coast Sales

P.O. Box 5555

Anytown, WA 98999

Dear Chris Fields:

We are again contacting you about your check number 9999 for \$120.69, which was returned to us because of insufficient funds. We wrote to you once before about this matter, but you have not responded.

Within 10 working days from the date of this letter, we expect to receive a cashier's check or money order for \$120.69 plus a fee in the amount of \$20.00 for \_\_\_\_\_, for a total of \$140.69. If you are unable to send payment for the entire amount, please call me to explain the circumstances and work out a payment solution.

You have been a good customer and we don't want to lose you. Please respond today.

Sincerely,

Pat Wong

Account Representative

P.S. If your payment is already in the mail, please accept our thanks and disregard this notice.