

Date

Address  
Address  
Address  
Address

RE:

Account #10000

60

**days overdue**

Dear Photographer:

In reviewing your account statement, I have noticed your account has slipped into the 60 days and over column.

A payment of **\$589.79** will maintain your account in good standing, and keeps your billing current.

If there is a problem in billing please call, otherwise I will assume the amount is correct and payment would be gratefully appreciated. If payment is not received within ten days your account your account will be forwarded to our next step of collection.

If payment is already in the mail, please accept my apology.

Thanking you in advance for your cooperation.

Sincerely,

Your Name  
Credit Manager