Address Address Address

Dear Customers Name:

Enclosed is a copy of your check (s) returned to us for the second time, due to insufficient funds in the amount of \$351.36. We have resubmitted your check again but due to the added expense of processing we are charging your account \$15.00. Please remit the \$30.00 service charge, \$15.00 for the first NSF deposit and \$15.00 again for this NSF deposit in certified funds/money order to us within 5 days.

I will be expecting your payment of \$30.00 shortly.

This seems to be a recurring problem that is placing a strain on our business relationship. It would displease me to place a valued customer orders on HOLD.

Please take care of this obligation.

Thanking you in advance for your cooperation in this matter.

Sincerely,

Your Name Credit Manager

> \*\*Your Company Name subscribes to a National Credit Reporting Bureau\*\*