

Date

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RE: Account #15535

Dear Customer:

In reviewing your monthly statement I have noticed your account has been extended beyond our normal credit terms.

While I appreciate the payments you've made, I feel we must clean up your continuing past due balance to bring your account up to our normal credit terms, which is net 30 days.

A payment of **\$2,639.76** will bring your account current, and protect your open account status.

If you would like to discuss this matter or have any questions, please feel free to call 1-800-732-0000.

Sincerely,

Your Name
Credit Manager