<today>

<company.organization>
<company.address1.>
<company,city>,<company.state> <company.zip>

<salutation>

<$ due> due <date>

May we call your attention to the above account which has
probably escaped your notice?

As your account is a monthly one we should be pleased to receive
your remittance in settlement at an early date.

Sincerely,

<name>