

<today>

<company.organization>

<company.address1.>

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

<salutation>

As you have not replied to our numerous requests for settlements of your long outstanding account for the amount of <\$ amount>, we must inform you that, unless a check for the full amount reaches us by the <date> of <date>, the matter will be placed in our lawyer's hands for collection.

We have asked them to wait exactly five days before proceeding.

We trust that you will see the desirability of avoiding such proceedings.

Sincerely,

<name>

<title>