

<<today>

<company.organization>

<company.address1.>

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

<salutation>

<amount due> due <date>

We wrote you on the <date> calling your attention to the above account, and we have not yet had an answer from you.

Your account, as noted on our books, is a monthly one, but we shall be pleased to extend this credit to a quarterly (three months) account which is the limit of credit permitted by our regulations.

Please let us hear from you soon.

Sincerely,

<name>