<today>
<today>

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

<salutation>

You have not communicated with us about your account of <**$ amount**> for items purchased during <**month**>.

Perhaps you do not realize that we are willing to accept a part of the payment if you cannot settle it all at once. Why don't you contact <**name**>, whom we are sure you will find very sympathetic.

Sincerely,

<**name**>