

<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**>