

«Company»
100 Main Street100 Main Street
100 Main Street
Suite 14-BSuite 14-B
Suite 14-B
Anytown, U.S.A. 07945Anytown, U.S.A. 07945
Anytown, U.S.A. 07945

«CPhone»

4/20/21

Marvin Acme
Marvin Acme
Marvin AcmeMarvin AcmeAcme Sales, Inc.Acme Sales, Inc.
Acme Sales, Inc.
Acme Sales, Inc.
Acme Sales, Inc.100 Main Street
100 Main Street
100 Main StreetAdd2
Add2
Add2

Toontown
ToontownUSA
Toontown, USA «ZIP1»

Dear MarvMarvMarvin AcmeMarvin AcmeAcme Sales, Inc.Acme
Sales, Inc.Acme Sales, Inc.Marvin AcmeMarv:

Our records show that your current balance with us is «Balance», of

which «Overdue» is now past due. We hope this is merely an oversight on your part. If you haven't already sent a payment for the past due amount to us, please do so today. If a problem has arisen that we should be aware of, please call us immediately to discuss it.

We value your business, and we'd like for you to resolve this issue as quickly as possible.

Sincerely,