

«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:

We have not yet received your overdue balance of «Overdue». Please

contact us immediately.

We'd like to continue thinking of you as a valued customer. We'd prefer not to damage our relationship by turning your account over to a collection agency. However, we will do so if we don't receive payment from you immediately.

If you've already sent the payment, please call us. If you haven't done so, please send your payment in full today.

Sincerely,