

Date

Address
Address
Address
Address

RE: Account #24810
 •Missing Payment•

Dear Customer Name:

Your Company Name has extended all possibilities in maintaining your account in good standing. Why haven't you maintained your monthly payment of **\$700.00?**

Your current balance of **\$700** must be paid with 10 working days, or this matter will be turned over to our collection agency.

Remember interest charges are accruing at the rate of 1 1/2% per month.

Do not ruin your credit standing. Please honor this obligation.

Sincerely,

Your Name
Credit Manager

****Your Company Name subscribes to a
National Credit Reporting Bureau****