

Date

Address  
Address  
Address  
Address

Dear Customers Name:

As per our last letter on December 14th, you are unable to honor your obligation with us of, **\$629.11** which remains past due. Therefore I am confirming that we are turning this matter over to a credit reporting collection agency.

You will be contacted regarding this matter in the near future, and please direct any future communication to the agency.

Sincerely,

Your Name  
Credit Manager