

Date

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RE: Account #31918  
**Account Status Change**

Dear Customer:

It concerns me when a good customer like yourself stops forwarding payment. Correspondence has been sent to you indicating an overdue balance which is being ignored.

As of this date carrying charges of 1 1/2% per month on the outstanding balance has been added to your account until the balance is paid. Your billing status has also been changed from an open account to a **CASH ON DELIVERY**. Therefore all future orders placed with us will be on a C.O.D. basis.

The unpaid balance of **\$1993.07** is due and payable in full within ten days. If payment is not received by that period of time, your account may be turned over to a collection agency.

Please honor this obligation, and let's resolve this matter so that we can avoid any further unpleasantness.

Thanking you in advance for your cooperation.

Sincerely,

Your Name  
Credit Manager

**\*\*Your Company name subscribes to a  
National Credit Reporting Bureau\*\***