

Date

Address  
Address  
Address

RE: Account #3367

**•Certified Letter 3rd Request•**

Dear Name

Our company has exhausted all possibilites in maintaining your account in good standing.

Your current balance of **\$799.61** must be paid with 10 working days, or this matter will be turned over to our collection agency.

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\*\***