

Date

Address

Address

Address

Address

RE: Account #16542

Dear Customers Name:

Thank you for your phone call and your cooperation concerning your account.

This is a confirmation of our agreement made on November 21, 1988

The agreed amount to be paid is **\$100.00** per month, until the balance of your account is paid, with the first payment due shortly. Future orders will be sent and delivered to you C.O.D., keeping your monthly balance current. Finance charges will accrue on the unpaid balance of 18% per year.

Thank you, again for your cooperation.

Sincerely,

Your Name

Credit Manager