

Date

Address  
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RE: Account #27642

Dear Customer:

Concerning your account, while I understand problems you have had, I think we have been patient, but are now at the point of needing a firm commitment from you, that is based on a payment plan.

I propose a payment plan for your current balance as of June 9, 1989 of **\$3,744.42** as follows:

may wish to pay off the entire balance, and save  
interest charges

\*\* I

**OR**

\*\* **\$300.00** per month until the above balance is  
satisfied

\*\*

Plus a finance charge 1 1/2% per month on the  
unpaid balance

\*\* First payment of \$300 due June 27, 1989 with  
subsequent payments due by the 15th of each month.

\*\* If I default, my account might be placed into  
collection, where I will have to pay attorney &  
collection costs.

\*\* Current & Future orders will be shipped C.O.D.

I feel these terms are fair and just, and will keep your valued  
account in good standing.

If you could please sign the enclosed agreement with payment  
and return to my office within 5 working days, we can both put  
this matter to rest. If you have any questions concerning the  
agreement, please feel free to call.

Thanking you in advance for your cooperation in this matter.

Sincerely,

Your Name

Credit Manager

enc.

**AGREEMENT**  
**between Your Company Name.**  
**&**  
**Customer Name**

I, Customer Name agree to a payment plan for my current balance as of June 9, 1989 of \$3744.42 as follows:

\*\* I

may wish to pay off the entire balance, and save interest charges

**OR**

\*\* **\$300.00** per month until the above balance is satisfied

\*\*

Plus a finance charge 1 1/2% per month on the unpaid balance

\*\* First payment of \$300 due June 27, 1989 with subsequent payments due by the 15th of each month.

\*\* If I default, my account might be placed into collection, where I will have to pay attorney & collection costs.

\*\* Current & Future orders will be shipped C.O.D.

dated \_\_\_\_\_ by \_\_\_\_\_  
Customer

Accepted by:

dated \_\_\_\_\_  
Your Name  
Credit Manager  
Company Name