

Date

Address  
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RE: Account #17970  
**FINAL COLLECTION**

Dear Customers Name:

Your Company Name has exhausted all remedies in an attempt to bring your account current.

If your account is not brought up to date within five (5) working days of the date on this letter, it will be forwarded for final processing before it is assigned to a Credit Reporting Bureau. You can expect a minimum fee of 25% of the gross receivable balance to cover attorney costs if this account is placed for litigation.

**GOVERN YOURSELF ACCORDINGLY.**

Your Name  
Credit Manager  
Phone Number