

Date

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Dear Customer Name:

Enclosed is a copies of your check (s) returned to us for insufficient funds in the amount of **\$509.60**. Please remit the balance plus a **\$54.00** service charge in certified funds/money order to us within 5 days.

I will be expecting your payment of **\$563.60** shortly.

This seems to be a recurring problem that is placing a strain on our business relationship. For that reason I have placed a hold order on your account. Your orders in plant will not be released until we receive your certified check. Further all future orders placed with us will be sent C.O.D.- cash/certified funds, until such time a track record is proven.

Thanking you in advance for your cooperation in this matter.

Sincerely,

Your Name
Credit Manager