

Date

Address
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RE: Account #1000

Second Request!!!
CERTIFIED LETTER

Dear Name:

Enclosed is a copy of your check(s) returned to us
for insufficient funds in the amount of **\$88.35**
Please remit the balance plus a **\$10.00** service
charge in certified funds/money order to us within
5 days.

I will be expecting your payment of **\$98.35**
shortly.

I hope that this is not a recurring problem that
would put a strain on our business relationship.
Please protect your credit and honor this
obligation.

Thanking you in advance for your cooperation in
this matter.

Sincerely,

Your Name
Credit Manager

enc.

*Your Company subscribes to a
National Credit Reporting Bureau*