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RE: Account #17040

Dear Customers Name:

Your Company Name has exhausted all possibilities tring to keep your open account with us.

At this time, all future business will be on a C.O.D. BASIS. Current orders with us must be paid for when picked up.

Your account balance of \$8854.77 is still due and payable. To reduce your balance, everytime an order is picked up, \$25.00 per order will be added to each invoice.

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

If you have any questions, please feel free to call.

Sincerely,

Your Name
Credit Manager