

Date

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RE: Account #38095

•Account Status Change•

Dear Customers Name:

I tried calling you to discuss your overdue balance. I think Your Company Name has exhausted all possibilities in maintaining your account in good standing and keeping you as a valued client.

Therefore, I am left with no other alternative, but to reduce you credit limit to \$500.00. The same conditions still must be met to keep you account current. Your current balance of **\$2,543.85** must be paid before our next billing cycle which will be closed on July 27, 1989.

Our credit terms state that all accounts must be paid within 30 days. As a business we cannot wait for our clients to collect their money first before paying us. In order to be competitive in the market place, and to keep our costs down, we must receive payment from our clients within the 30 day period.

As an astute business person, and with the everchanging economy, I sure you can understand the need for this action, in order for us to better serve you.

If you have any questions, or wish to discuss this matter, please feel free to call.

Thanking you in advance for your cooperation.

Sincerely,

Your Name
Credit Manager

****Your Company Name subscribes to a
National Credit Reporting Bureau****