

Date

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RE: Account #19183
Account Status Change

Dear Photographer:

Your billing status has been changed from an open account to a **CASH ON DELIVERY**. Therefore all future orders placed with us will be on a C.O.D. basis.

The unpaid balance of **\$418.72** is due and payable in full within ten days. If payment is not received by that period of time, your account may be turned over to a collection agency.

Please honor this obligation and protect your credit. Let's resolve this matter so that we can avoid any further unpleasantness.

Thanking you in advance for your cooperation.

Sincerely,

Your Name
Credit Manager

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