

Date

Address
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RE: Account # 20758
90 days overdue
***Second Request**

Dear Photographer:

In reviewing your statement, I have noticed your balance has slipped into the 90 days and over column. It concerns me when a good customer like yourself stops forwarding payment.

I will assume the amount is correct since my last request and will expect payment. As of this date I have added carrying charges of 1 1/2% per month on the outstanding balance until the balance is paid. A payment of **\$111.75** will protect your credit!

Let's please resolve this matter so that we can avoid any unpleasantness.

Thanking you in advance for your cooperation.

Sincerely,

Your Name
Credit Manager

enc.

****Your Company Subscribes to a
National Credit Reporting Bureau****

