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RE: Account #31942  
**Account Status Change**

Dear Customers Name:

When Your Company name, Inc. opened your account, we extended you a credit line in good faith. At that time we stipulated that if you exceed your limit or payments were not made in a timely fashion, your orders would be shipped C.O.D.

Because your payments have not been received within our billing terms, your billing status has been changed from an open account to a **CASH ON DELIVERY**. The unpaid balance of **\$36.74** is due and payable in full within ten days. If payment is received by that period of time, your account will be changed back to an open account status.

Thanking you in advance for your cooperation.

Sincerely,

Your Name  
Credit Manager

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