

Date

Address
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RE: Account #17987
Pending Account Status Change

Dear Photographer:

In reviewing your account statement, I have noticed your account has slipped into the 60 days and over column. It concerns me when a good customer like yourself stops forwarding payment.

A payment of **\$753.55** will maintain your account in good standing, and keeps your billing current.

If there is a problem in billing please call, otherwise I will assume the amount is correct and payment would be gratefully appreciated. If payment is not received within ten days your account will be changed to a C.O.D. status for future orders.

If payment is already in the mail, please accept my apology.

Thanking you in advance for your cooperation.

Sincerely,

Your Name
Credit Manager