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August 1, 1995

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Dear [recipient's name],

*Goods not Dispatched because of Overdue Account*

Thank you for your order [order number] of [date of order]. The goods you require are in stock and put

aside for you pending payment of outstanding invoices dated [dates of outstanding invoices].

Please ensure prompt payment so your order can be filled with a minimum delay and inconvenience to your operations.

Thank you for your co-operation in this matter.

Sincerely,

[Sign here]

[type your name here]

[type your job title here]