

«Company»  
100 Main Street  
Suite 14-B  
Anytown, U.S.A. 07945  
«CPhone»

2/4/23

Marvin Acme  
Acme Sales, Inc.  
100 Main Street  
Add2  
Toontown, USA «ZIP1»

Dear Marv:

Is there some reason we have not heard from you? Your overdue balance is now «Overdue» and is now long past due. This is beginning to concern us. Please let us hear from you at once.

Sincerely,