

«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:

We have not yet received your overdue balance of «Overdue». Please contact us immediately.

We'd like to continue thinking of you as a valued customer. We'd prefer not to damage our relationship by turning your account over to a collection agency. However, we will do so if we don't receive payment from you immediately.

If you've already sent the payment, please call us. If you haven't done so, please send your payment in full today.

Sincerely,