

INSERT DATE CODE

File No: \*

ADDRESS BLOCK

GREETING LINE

Thank you for your recent payment of \*. However, your account still has an unpaid balance of \*.

Please remit \* by \*, or your account will be closed, any outstanding orders will be cancelled, and this matter will be referred to a collection agency.

Please call me within the next three business days at 604-999-9999, so that we may discuss how to resolve this quickly.

Sincerely,

Mr. John Smith

Collections Officer