

[ Title ]  
[ Title1 ]  
[ Title2 ], [ Title3 ] [ Title4 ]

DATE

[ Title13 ] [ Title14 ] [ Title15 ], [ Title16 ]  
[ Title17 ]  
[ Title18 ]  
[ Title19 ], [ Title20 ] [ Title21 ]

RE: Account No. [ Title22 ]

Dear [ Title13 ] [ Title15 ], [ Title16 ]

Please be advised that, according to our records, the above referenced account is outstanding and past due. We show an open balance of \$[ Title23 ].

It is important that all accounts remain current. We trust that you will send your payment by return mail. If payment has already been made, we thank you for your business.

Sincerely,

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[ Title8 ] [ Title9 ] [ Title10 ], [ Title11 ]  
[ Title12 ] [ Title7 ]