

My Company
Box 000
650 My Street
My Town, SK
S00 000

October 18, 2012

John's Box House
1234 Nowhere Street
Nowhere SK
S00 000

Dear John

The following invoices are long overdue:

Inv. No.	Inv. Date	Due Date	Inv. Amount	Balance
35220	08/02/12	08/02/12	\$151.20	\$151.20

Please contact us immediately regarding this situation.

Unless we hear from you in seven days, we will turn your account over to our collection agency. Obviously, this would have a detrimental effect on your credit rating.

We must hear from you soon or be forced to take action. Please send your payment in full or call us to discuss the matter.

Sincerely,

Bob Collect
President
My Company