

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

October 3, 2012

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

Dear John,

Although we have contacted you about the outstanding balance on your account, we still have not heard from you. You have an outstanding balance of \$32.92. The following invoices are overdue:

Inv. No.	Inv. Date	Due Date	Inv. Amount	Balance
10000	01/15/2009	01/15/2009	\$32.92	\$32.92

If you have already sent payment in full, we ask that you call and let us know. Otherwise, please call me to discuss what you plan to do to settle your account.

Thank you for your prompt attention to this matter.

Sincerely,  
Boss Man  
My Company