

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