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RE: Account #40825
Account Status Change

Dear Your Customers Name:

When Your Company Name opened your account, we extended you a credit line in good faith. At that time we stipulated that if you exceed your limit or payments were not made in a timely fashion, your orders would be shipped C.O.D.

Our credit terms state that all accounts must be paid within 30 days. As a business we cannot wait for our clients to collect their money first before paying us. In order to be competitive in the market place, and to keep our costs down, we must receive payment from our clients within the 30 day period.

Your payments have not been received within our billing terms, therefore your billing status will be in **TEN BUSINESS DAYS** changed from an open account to a Open Account with computer monitoring. This type of account status gives you a strict credit limit of \$2,000.00. When your account has reached that limit of credit, or has been extended beyond 60 days your orders will automatically be shipped C.O.D.

As an astute business person, and with the everchanging economy, I sure you can understand the need for this action, in order for us to better serve you.

If you have any questions, or wish to discuss this matter, please feel free to call.

Thanking you in advance for your cooperation.

Sincerely,

Your Name
Credit Manager