

Date

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RE: Account #23130

Dear Customer Name:

Thank you for your recent inquiry concerning your account balance.

I have checked your account activity, which shows invoices not being Paid. The total of the invoice(s) show a balance of **\$87.50**, which was the amount in question.

I have enclosed a statement of your activity, helping to document the charge. The items highlighted show that payment was never received or charged to your credit card.

If you could please send a check for **\$87.50** or a copy of the canceled check(s) or credit card statements totaling the above amount, we can both resolve this matter. If you wish, we can charge this balance to your Credit Card by using the enclosed form.

Thanking you once again for your concern, and I look forward hearing from you.

Sincerely,

Your Name
Credit Manager

enc.