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RE: Account #29469
Pending Account Status Change

Dear Customers Name:

When Your Company Name, Inc. 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 changed from an open account to a **CASH ON DELIVERY**, if the overdue monies are not paid within ten days. A payment of **\$1398.15** will clean up the overdue balance and protect your open account status.

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

****Your Company Name subscribes to a
National Credit Reporting Bureau****