

Date

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RE: Account #8308  
**Account Status Change**

Dear Customer Name:

Your Company Name has exhausted all possibilities in an effort to maintain your account in good standing. Because our payment letters have been ignored, I feel it's necessary to place your account on hold. All orders in plant as of this date **will not** be shipped until payment is received for your past due balance.

As of this date a payment of \$210.97, plus \$33.08 for finished orders that's being held is needed before we will release your work.

A payment of **\$244.05** will maintain your account in good standing, and keeps your billing current.

If payment is not received within ten days your account your account will be forwarded to our next stage of collection.

If payment is already in the mail, please accept my apology.

Thanking you in advance for your cooperation.

Sincerely,

Your Name  
Credit Manager