

Date

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RE: Account #15683

Dear Customer Name:

Thank you for your recent call concerning your account balance.

I have checked your account activity, which shows an invoice(s) **#266669**, dated 12/15/88 for **\$78.40** which was sent C.O.D. As of this date we have NOT received a check from the post office.

I am placing a trace through the post office to find the missing check. It might be helpful if you could sent me a copy of the money order to help speed the process.

If you receive a statement with the **\$78.40** balance showing, please disregard it, this amount will continue to show until we receive funds from the post office.

Thanking you once again for your concern.

Sincerely,

Your Name
Credit Manager