

Date

Address

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RE: Account #39253

Dear Customers Name:

Enclosed is a copy of your check returned to us for a second time due to insufficient funds in the amount of **\$36.53**. Please remit the balance plus a **\$10.00** service charge in certified funds/money order to us within 5 days.

I will be expecting your payment of **\$46.53** shortly.

Thanking you in advance for your cooperation in this matter.

Sincerely,

Your Name
Credit Manager

enc.