

Date

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RE: Account #27642

Dear Customer:

When Your Comapny Name, Inc. opened your account, we extended you a line of credit of \$2,000.00

At that time we stipulated that if you exceeded your credit limit, all orders would be shipped to C.O.D.

You account is now exceeding that credit limit.

Your balance as of this date is **\$3,656.10**

We suggest that you send a check within 10 days in order to avoid having your orders be shipped to you C.O.D.

Thanking you in advance for your cooperation in this matter.

Sincerely,

Your Name

Credit Manager