

Date

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Dear Customer:

We want to take this opportunity to thank you for your continued business and support of our services.

We take much pride in our customer service and quality of our professional photofinishing. So we wanted to send you this gentle reminder that we have not received payment for our services.

I know how easy it is to lose track of things when you set them aside. So if you would please take a moment to send in your unpaid amount today, we will be able to provide you with uninterrupted service.

If you prefer the convenience of charging this balance to your MasterCard or Visa credit card, please fill out the enclosed form.

Of course, if our letters have crossed in the mail and you have already sent in your payment, please accept our apology for this note. And again, our sincere thanks.

Sincerely,

Your Name
Credit Manager