BILLING LETTER NO. 1

Payment Reminder

(date)	Phone: (number)
(name and address of debtor)	
(name and address of debtor)	
Dear (name of debtor):	
Our records indicate that your account of (date) incurred for (describe nature of account) in the amount of (indicate amount) is now (indicate number) days overdue.	
If you have already submitted payment, please (dis at).	regard this notice <i>OR</i> contact
In the event that you have not paid this account, we remittance or being advised of your repayment plant	11
Your cheque or money order should be made paya the following address (mailing address).	ble to (name of payee) and mailed to
Sincerely,	