Rodney’s Video

6302 N. 102nd. Place, Suite 306

Lake Villa, IL 60046

John S. Doe

P.O. Box 558

Lake Villa, IL 60046

Dear Mr. Doe:

Our company is at a loss to understand why we have had no acknowledgement of our reminders concerning the past-due balances (over 180 days!) on your account.

Since we have received no correspondence from you questioning this balance, we presume that it is correct.

Perhaps our mail has not been directed to the proper department. If this is the case, will you please bring this unpaid balance to the attention of the person authorized to make payment.

We appreciate your cooperation and prompt attention to this matter. A payment envelope is enclosed for your convenience.

Sincerely,

Rodney Larson

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