Jan Koenig

6197 N. Pine St.

Hancock, MI 49905

Rodney’s Video

100 N. Video Avenue

Hollywood, CA 90210

January 15, 2015

**Notice of Non-Payment**

Dear Ms. Koenig:

If our positions were reversed, and we owed you a bill that was more than **three months overdue**, how would you feel? What would you do? Wouldn’t you feel justified in writing a sharp demand for your money? We hope that you can then understand our position in this matter.

If there is a good reason for your delay in paying this bill, let us hear from you. We want to be fair. Otherwise, do what we think we’d do if our positions were reversed — sit right down and write out and mail a check. Your most prompt attention to this matter is appreciated.

Sincerely,

Rodney Larson

Rodney’s Video