

CLIENT LETTER #3

Client
Address

Dear Client:

We have made payment arrangements with you to get your account to current status. To date you have not adhered to the payment schedule we had agreed upon.

Please forward the past payments you had promised and maintain the payment schedule. Failure to do so may be construed as reluctance on your part to resolve this balance and may result in discontinuation of service to your account.

If you are unable to do so at this time it is imperative that you call within 5 days of this letter to make alternative arrangements.

Sincerely,

Collection Department