

Robert WHITE
4650 Golden Gate Vista Point
SAUSALITO, BC 94965

December 9th, 2014

Matthew JOHNSON
260 W 44th Street
NEW YORK CITY, NY 10036

References: Invoice No XXXXXX

Subject: Debt collection - recorded delivery

Dear Mr JOHNSON,

I am sorry to bring this to your attention, but there is a balance due of _____ (amount) on your account. I have called you about this debt but I have not received any assurance about when payment may be made.

If you have not mailed your check, please do so now or call me to discuss possible ways to reduce this balance.

Robert WHITE