

**James CLARK**  
7229 Main Street  
VRX 3J3 VANCOUVER

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December 9<sup>th</sup>, 2014

Alex WILSON  
270 Wellington St W  
M5V 3P5 TORONTO

References: Invoice No XXXXXX

**Subject: Debt collection - recorded delivery**

Dear Mr WILSON,

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.

James CLARK