

Mr William TAYLOR
Flat 7
Fairview
73 Newington Road
EDINBURGH
EH9 1QW

Mr Mark JONES
Flat 16
Greenacres
314 Oxford Street
LONDON
W1 2QJ

09 December 2014

Dear Mr JONES,

Reference: Invoice No XXXXXX
Debt collection - recorded delivery

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.

William TAYLOR