

## 70 HOW TO WRITE BUSINESS LETTERS

number of letters follow written by a retailer to his customers. The first three are a series:—

1. Your account with us now totals \$83.20. There have been no payments for three months and we must ask you to let us know the circumstances causing the delay, or else make regular payments from now on.

This is necessary, for you will remember when the account was opened monthly payment was agreed upon, as is our custom, and our finances are arranged accordingly.

2. On Sept. 1st we wrote asking about your account for \$83.20, upon which nothing has been paid for four months.

Monthly payments were arranged with you when the account was opened, and our finances are shaped on this basis. We must, therefore, ask for an immediate settlement of this account.

3. We wrote on August 1st and Sept. 1st about your account with us which you agreed to pay monthly, but which is now five months overdue. No reply has been received.

Unless the account is settled within the next few days we will have to place the matter in our collector's hands.

### Other Series:—

#### First Letter:

We desire to call your attention to the statement of your account, mailed you June 1st, amounting to \$48.70. We ask you to see that a remittance covering this amount reaches us without further delay.

You will remember when you reopened this account in February it was on the understanding that it would be taken care of strictly on a 30-day basis, as all our accounts are handled in this way. Your February and March accounts were paid on April