

Collection Letter – 30 days

January 4, 2008

Account Name

Address

City, State, Zip

Re: Past Due Balance of \$

Dear

Thank you for your most recent payment of \$        which was posted to your account on December 1, 2007. While we appreciate your effort in the past, your account is currently delinquent. We would like to work with you regarding your balance, and can help with several ideas to eliminate this debt and continue your fuel delivery.

Please call me by January 15<sup>th</sup> so you can establish a suitable repayment plan with us. If I do not hear from you by that date, I will have to pursue more immediate collection efforts, which will be costly to us both, and cause you to work with an outside collection agent or attorney to repay this debt to us.

I look forward to hearing from you by January 15<sup>th</sup> so we can work together on this solution.

Sincerely,

Jane Smith

Controller