



Dear Valued Customer,

Just a quick reminder that you have an outstanding balance of _____with my office. This balance is for product purchased on _____. If you are dissatisfied with the product please feel free to return it. Please remember my product is always 100% guaranteed! If however, you are enjoying your product please return your payment in the enclosed envelope as soon as possible. My office cannot restock the inventory you have until payment is made. I apologize for any inconvenience if my office has made an error in your account. I have enclosed a copy of the sales receipt for your reference. Please feel free to call my office anytime at _____.

Your business is very important to me.

Sincerely,