

Mervin Acme
Acme Sales Ltd.
High Street
Basingstoke
BA2 1BH

Dear Merv:

We value every customer and would very much like to avoid damaging our relationship by using other means of collecting the money owed to us. This can be harmful to one's credit reputation. I'm sure you value yours just as we do ours.

If your records show that payment has been made, please contact us immediately. Otherwise help me avoid other action by sending payment today.

Sincerely,