



DATE

CUSTOMER NAME AND ADDRESS

Re: Overdue Account 90+ Days, Balance Owing \$[VALUE]

To whom it may concern,

Please note that your account with Commercial Truck Equipment Corp. has aged to 90+ days and is urgently due.

Please bring your account up-to-date by sending payment to the address noted below and/or contact **Lisa Denton at (604) 888-0513**. If payment has been made please disregard this notice.

Thank you for your urgent attention to this matter.

Best regards,

Dave Strierner
Branch Manager



DATE

CUSTOMER NAME AND ADDRESS

Re: URGENT, Overdue Account 120+ Days, Balance Owing \$[VALUE]

To whom it may concern,

Please note that your account with Commercial Truck Equipment Corp. has aged to 120+ days and is urgently due. Repeated attempts at collection have not resulted in payment and continued non-payment will result in further action.

Note that Commercial Truck Equipment pursues all debts regardless of value.

Please bring your account up-to-date by immediately sending payment to the address noted below and/or contact **Lisa Denton at (604) 888-0513**. If payment has been made please disregard this notice.

Thank you for your urgent attention to this matter.

Best regards,

Dave Striemer
Branch Manager