



# Dunning Notice

Thursday, January 15, 2004

Bill To Customer Name  
Any Street  
Any City, Any State  
Any ZIP

**SUBJECT: Status of Account**

Dear Sir or Madam:

The invoices listed below are due for payment.  
If you have paid the amounts due in the meantime, please disregard this letter.

Document No.	Document Date	Due Date	Days in Arrears	Dunning Level	Amount
205500005	Jun 6, 2003	Jun 6, 2003	223	1	\$12,000.00 USD
215000004	Jul 21, 2003	Sep 10, 2003	127	1	\$1,500.65 USD
228700002	Oct 19, 2003	Nov 3, 2003	73	1	\$12,000.00 USD
Total of due items					\$13,500.65 USD
Dunning charge					\$100.00 USD
Amount due					\$13,600.65 USD

If you request further information, or have any question regarding these invoices, please do not hesitate to contact us.

Sincerely,  
Global Company.

Global Company

123 Any Ave

Any Town

Any Country

Phone: 111.222.3333

Fax: 111.222.4444

www.globalCompany.com