



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:

We have already sent you a reminder about the due date of our invoices. As of now, however, we are unable to find any record of incoming payment for this due date. Please transfer these overdue amounts immediately. If this dunning notice is again unsuccessful, we will unfortunately have to calculate interest on arrears.

Document No.	Document Date	Due Date	Days in Arrears	Dunning Level	Amount
205500005	Jun 6, 2003	Jun 6, 2003	223	2	\$12,000.00 USD
215000004	Jul 21, 2003	Sep 10, 2003	127	2	\$1,500.65 USD
228700002	Oct 19, 2003	Nov 3, 2003	73	2	\$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