**3519 Front Street  
Mount Celebres, CA 65286**

**October 5, 2012**

Ms. Betty Johnson  
Accounts Payable  
The Cooking Store  
1st floor 765 Berliner Plaza  
Industrial Point, CA 68534

Subject: Regarding pending bills.

dear ms. Johnson,

It has come to my attention that your company, The Cooking Store has been late with paying their bills for the past three monts.

In order to encourage our customrs to pay for their bills before the due date, we have implemented a discount model where we'll give you 2% off your invoice if you pay us within 10 days of receivng the bills.

Sincerely,

Signature

Bob Powers

Accounts Receivable

~~Enclosed documents :~~

Vouchers

Dispatch letters

Reminders

I hope that everything is going well for you and your company. You are one of our biggest customers, and we appreciate your business. If you have any questions, feel free to contact me at (555) 555-5555.