

November 16, 2011

Mr. Larry Brown, President
Brown Office Supplies
1101 Horte Road
Chicago, IL 60601-1234

Dear Mr. Brown

ACCOUNT BALANCE

Your current balance on the enclosed invoice is long overdue. We are planning to turn your records over to a collection agency soon.

It is important that you contact our accounting department immediately to arrange an easy payment plan that will be satisfactory to both parties.

Please contact Roger Owens, your account representative, at 601-555-0014.

Sincerely

Nancy Wells
Chief Executive Officer

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Enclosure

c Roger Owens
Harvey Rosen