



# Dunning Notice

Monday, January 16, 2006

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, 2005	Jun 6, 2005	224	2	\$12,000.00 USD
215000004	Jul 21, 2005	Sep 10, 2005	128	2	\$1,500.65 USD
228700002	Oct 19, 2005	Nov 3, 2005	74	2	\$12,000.00 USD
Total of due items					\$25,500.65 USD
Dunning charge					\$100.00 USD
Amount due					\$25,600.65 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