

HANDYMAN FURNITURE & HOUSEHOLD SERVICES
1331 E 40th Street. Brooklyn, NY 11234

Date:

Address

Dear:

Re Project:

Although we have contacted you about the outstanding balance on your account, we still have not heard from you. You have an outstanding balance of \$ _____.

The following invoices are overdue: # _____

If you have already sent payment in full, we ask that you call and let us know. Otherwise, please call me to discuss what you plan to do to settle your account.

Thank you for your prompt attention to this matter.

Sincerely,

Manager
HANDYMAN FURNITURE &HOUSEHOLD SERVICES