

March 11, 2002

MANAGEMENT CO.
1111 SOUTH MAIN STREET B
MYCITY CA 4355

RE: Account Number: 999999302
1410 FIRST STREET
MYCITY CA 94945

NOTICE OF LATE CHARGE

Today your account was scheduled to be disconnected since payment for service has not yet been received. A Reminder Notice was previously mailed to you on October 18, 1999 advising of the payment due date. A review of your account history shows that you have previously paid your bills on time. Therefore disconnection was postponed and an additional grace period of five days has been granted. However, a late charge of \$6.00 has been applied to your account.

Your past due balance plus late charge is \$38.07. Payment must be received in our office by March 16, 2002 to avoid additional collection charges and termination of service.

Payment may be made at any time in the drop box located at our office. You may also pay by mail, in which case you should allow at least 3 days for payment to reach our office.

DEMO Company Name
Street Number Street Name
City, ST 99999
(707) 555-1212 (Voice)
(707) 555-1213 (FAX)