

May 13, 2008

Contact Name or Accounts Payable  
ABC Company  
1234 Front Street  
Anywhere, CA 92845

RE: 10-Day Demand for Payment

Dear Contact:

This is to advise you that your account with our client, YOUR COMPANY, has become seriously past due and will be placed with our firm for collection. Unless payment in full, as indicated below, is paid to our client, IRG will assume control of your account. In addition, you may also be liable for collection fees per your agreement with our client. This demand expires on May 23<sup>rd</sup> 2005.

Account: Client Name  
Elitent Address  
Client City, State, & Zip

Principle Balance: \$8,765.47

Interest and Fees:

Balance Due: \$8,765.47

Sincerely,

Charlie Murphy  
International Recovery Group

cc: Client Name

**This is an attempt to collect a debt. Any information obtained will be used for that purpose.**