

DEBTOR INFORMATION:

[Commercial Business Name]

[Attention: Accounts Payable or Contact Person Name]

[Street Address, Suite/Unit Number]

[City, State, Zip Code]

[Country]

RE: Account Number [Insert Number]

Dear [Contact Person Name or Accounts Payable Department],

[Body of letter goes here]

Sincerely,

[Your Name/Company Name]

[Your Phone Number]

[Your Email Address]