

Collections of the World
Line One of your Address
Your City, Your State Your ZIP Code
123-456-7890



December 3, 2008

Aubin, Kevin
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Princeton, CA
98975-0016

Attention: Kevin Aubin

Welcome to the body of this report. You can modify this letter to contain everything your company wants to say to the debtor. By using printable field codes you can pull information directly from any field within your database. You can even create variables to perform some mathematical functions, display totals and do complex calculations.

Select one of our templates or create your own. When you have selected a template and modified it to suit your needs, you can save it, copy and paste it as many times as you wish and modify the body as needed to create a wide variety of letters. You may also include graphics, such as lines, boxes and circles and use printer codes to control fonts or display data in precise spots.

Yours Truly,

Collection Manager
Collection Manager
CS/1035

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