



Dear Mr. Smith,

This is just a friendly reminder that your account is past due. According to our records your balance of \$xxx.xx is currently X days past due. We have mailed or emailed a detailed copy of your account statements. In the event you have not received these messages and documents, we have provided a summary of your account below.

- Invoice number:
- Invoice Date:
- Amount:
- Due Date:
- Days past due:

We would much appreciate if you could let us know the status of this payment. Please contact us or send your payment of \$xxx.xx to the address below by MM/DD/YYYY if you have not already done so.

United Natural Gas, LLC
ATTN: Accounting Dept.
705 East 4th Street
Winthrop, MN 55396

If there is some error or you are unable to pay at this time, please contact me at 507-647-6600 so we can correct any errors or arrange for another payment plan. Thank you for your prompt response to this request and for your continued business.

Sincerely,

Geoff Lemke
Credit Manager