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John C. Doe
123 Sesame Street
Overridge, PA 12345
June 10, 2017

James T. Smith
Customer Representative
Acme Credit Company
897 Big Company Blvd
Champion, CA 12345

Dear James T. Smith:

Due to some unexpected expenses, this month's payment, in the amount of $63.75 and due on May 15, 2017, was mailed just today. Our account number is CX5678524.

We had an unexpected withdrawal from our bank account and I could not send payment until the issue was resolved. I apologize for any inconvenience. If you have any questions, please contact me at 123-456-7890.

Sincerely,

John C. Doe