

LETTER TO ADVERTISER 2



SCHOOL NAME
YEARBOOK NAME
ADDRESS
TELEPHONE

DATE

NAME OF ADVERTISER
BUSINESS ADDRESS

Dear Yearbook Supporter

While reviewing our advertising contracts we have noticed your account is past due. Our records show that you purchased a size _____ ad for \$_____.

Could you please take the time now to pay the balance on your account? We realize that you are very busy and matters such as this can be overlooked. We need your payment now in order to meet our financial obligations to Taylor Publishing.

We sincerely want to create a great yearbook for our students and our community. With your advertising dollars, we can accomplish our goals.

Thanks again for your support.

Sincerely

BUSINESS MANAGER

P.S. For your convenience, we have enclosed a self-addressed, stamped envelope for your payment.

