August 8, 2013

Alpheius Global Enterprises

414 Edmonds Road

Melbourne VIC 3004

«AddressBlock»

«GreetingLine»

ACCOUNT NUMBER «Account\_Number»

According to our records the above account has not been settled. The enclosed statement shows the amount owing. We look forward to prompt payment of this account.

If you have any queries regarding your account, please contact me on 9663-0000.

Yours faithfully

TIM NGUYEN

Sales and Marketing Manager