



**Stacey Mathis Copywriting**

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March 31, 2011

Dear Kim:

In order to be successful in any business, we have to be able to build trust and sustain solid relationships. As business owners, we have to be very careful to honor our word because it reflects who we are as a brand. All business communities are relatively small; it would be silly to allow \$680.00 to stand in the way of your reputation, the trust factor and your ability to move your business forward. I hope to receive a response by Monday, June 27<sup>th</sup>. At this point, I would like to send a messenger to your office to complete this transaction between us. Your other choice would be to use the paypal link I previously sent you.

It's been almost 90 days. Pursuant to the quotation agreement, the date for final payment was \_\_\_\_\_.

I am assuming this is an oversight and request that you address this immediately.

Sincerely,

Stacey O. Mathis