

**ABC Commercial Property**  
123 Main Street  
Greenwich, CT 06830  
(203) 123-4567

10/21/2008

ABC Tenant  
ABC COMPANY  
123 MAIN STREET  
GREENWICH, CT 06830

Day Due: 1  
Delq Day: 10  
ment:  
Payment Date 10/8/2008

Re: Lease 999-000394 at PYRAMID REAL ESTATE GROUP

Dear Tenant:

We are writing to inform you that your account is currently past due. Our records show that as of the above date the following items are outstanding:

Date	Description	Charges	Payments	Balance Due
9/1/2008	CAM COMMON AREA MAINT	505.87	454.99	50.88
9/12/2008	LAT LATE FEE	169.32	0.00	169.32
10/1/2008	CAM COMMON AREA MAINT	505.87	0.00	505.87
10/1/2008	RNT MONTHLY RENT	2,880.40	0.00	2,880.40
			<b>Total Due</b>	<b>3,606.47</b>

We would appreciate your prompt attention to this matter. If you have any questions, please call our office at the above number.

Sincerely,

RUSSELL MUNZ

**PYRAMID REAL ESTATE GROUP**  
20 SUMMER STREET  
STAMFORD, CT 06901  
(203) 348-8566

10/21/2008

MR JOE SMITH  
ABC TENANT  
123 MAIN STREET  
GREENWICH, CT 06830

Day Due: 1  
Delq Day: 15  
Payment: 74  
Payment Date: 10/17/2008

Re: Lease 999-000207 at PYRAMID REAL ESTATE GROUP

Dear Tenant:

We are writing to inform you that your account is currently past due. Our records show that as of the above date the following items are outstanding:

Date	Description	Charges	Payments	Balance Due
8/6/2008	FNE FINE	100.00	0.00	100.00
10/1/2008	CC COMMON CHARGE	174.87	126.74	48.13
10/15/2008	MM MOVE OUT/IN	100.00	0.00	100.00
			<b>Total Due</b>	<b>248.13</b>

We would appreciate your prompt attention to this matter. If you have any questions, please call our office at the above number.

Sincerely,

JO TITSWORTH