

PORTFOLIO ASSIGNMENT #7
STUDENTS CHOICE

The scenario of the document is as follows. I work for a law firm and am responsible for billing clients. One of my responsibilities is to follow up with clients who do not pay their bills on time. This is the format of the initial collection letter that I would send out, which is just a short and friendly reminder to pay.

I have chosen this document as my final portfolio piece because it is a useful tool that I am thinking about implementing at my place of employment. I am a bookkeeper for a small construction company. We have many clients that do not pay within the thirty days allotted to them. I have only been here a year and am now comfortable enough to approach management with new ideas to improve accounting procedures.



BENJAMIN JENKINS, LLP
2301 Penn Plaza
New York, NY 10021

November 20, 2013

LANGLEY ART STUDIOS
106-05 Queens Boulevard
Flushing, NY 11351
Att: Maria Vargas

Dear Ms. Vargas:

This letter is a friendly reminder that payment on your account in the amount of \$2,349.00 on your account was due on November 19th, 2013. If you have already sent us your payment, kindly disregard this letter. If not, please send us your payment promptly.

Best regards,

Georgette Wright
Billing Coordinator