



Davis & Aldrich  
Fine Catering

445 West Trinity Road, Chicago, IL 606981  
(312) 476-3150  
www.davisaldrich.com



September 12, 2006

Mr. William Proud, President  
Post & Grant Furnace Company  
44 Hightower Road  
Chicago, IL 60698-9451

Dear Mr. Proud:

As I mentioned in my August 10 letter, we were delighted to serve your first company picnic in July of this year. We specialize in parties for corporate functions, and the Post & Grant picnic was a success.

In my August 10 letter, I explained that we hadn't received your check for the remaining balance of \$750. Your deposit of \$1,200 was made on June 30 one week prior to the picnic. When I spoke with you on July 7, the day of the picnic, you indicated that we would be receiving the remaining balance of \$750 by August 1.

When I wrote to you on August 10, we had not received your payment; and we still have not heard from you.

There is still time to send this check before this overdue account affects your credit standing. Won't you please use the enclosed postage-paid envelope and send us your check for \$750 today.

Sincerely,

Davis & Aldrich

Bradley Thompson  
Assistant Director

Bt/lbg

Enclosure: Envelope