



Virginia Commonwealth University

**FIRST NOTICE  
1-30 DAYS PAST DUE**

**EXHIBIT I**

Date

Mr. John Johnson, Controller  
American Heart Association  
1996 Water Street  
Richmond, Virginia 23284-3039

RE: \_\_\_\_\_

Dear Mr. Johnson:

According to our records, Virginia Commonwealth University has not received payment of \$ \_\_\_\_\_ for the attached invoice # \_\_\_\_\_ which was due on \_\_\_\_\_. **(Should be at least thirty-one days from the billing date).**

Your account is now past due. Please contact me at (804) 828-\_\_\_\_\_ if there is a problem which has caused the delay in your payment. Otherwise, please forward your check today.

Sincerely,

(Signature)  
Accountant

Attachment

copy: (NAME)  
Manager, Grants and Contracts Accounting