

September 3, 2024

Charles construction and supply

BLK 12 BRGY.SINIKWAY LAPUZ LAPAZ ILOILO CITY, BLK 12 BRGY.SINIKWAY LAPUZ LAPAZ ILOILO CITY,

Dear Ma.Liza Alvaran Ferrer,

Re: Notice of Late Payment

I am writing to inform you that your payment of **Php 100,000** is now past due. According to our records, the payment has not yet been receive.

We understand that oversights can happen and kindly request that you remit the payment as soon as possible. Late payments can incur additional charges and interest, as outlined in our agreement.

Please find the details of the overdue amount below:

- Delivery Reciept No. 00251
- Due Date: 05/03/2024
- Amount Due: Php 50,000
- Delivery Reciept No. 0258
- Due Date 05/13/2024
- Due Date : Php 50,000

To avoid any late fees or further action, please ensure that payment is made by September 20 2024 , which is 17 days from

Bank Name : BDO

Account No. : 0049-5803-6831

Account Name : Top Armada Cement Corporation

Bank Name : China Bank

Account No. : 1112-0000-4066

Account Name : Top Armada Cement Corporation

Kindly note that we are unable to accept cash payments

If you have already sent the payment, please disregard this notice. Should you have any questions or require further assistance, feel free to contact me at 0994-327-8804.

We value your prompt attention to this matter and appreciate your cooperation.

Sincerely



Darlene Himantog

