

August 02 2024

Mac Mac Enterprises
Brgy Libertad, Ormoc City, Leyte, Region 8

Dear Luchavez, Domingo,

Subject: Noticed Unsettled Payment

Greetings!

This is a gentle reminder that your payment For the Delivery No. 6782 (Due Date June 01,2024) Delivery No. 6799 (Due Date June 02 2024) and Delivery No. Hill8836 (Due Date June 15 2024) with total amount of **Php 142,300.00** remains outstanding.

As a valued customer, we understand that oversights can happen and we kindly request that you attend to this matter promptly. Ensuring timely payments helps us maintain the level of service and support you expect from us.

Please arrange for the payment at your earliest convenience to avoid any potential late fees or service interruptions. You can make the payment through bank transaction to our official bank Accounts listed below.

Bank Name : BDO
Account Name : TOP ARMADA CEMENT CORPORATION
Account Number : 0049-5803-6831

Bank Name : Chinabank
Account Name : TOP ARMADA CEMENT CORPORATION
Account Number : 1112-0000-4066

For your reference, we have included a copy of the Statement of Accounts with this letter. If you have already settled this payment, please disregard this notice. If there are any discrepancies or if you need further assistance, do not hesitate to contact our Collections Department at 0994-327-8804 and 0917-7066-175.

Thank you for your prompt attention to this matter. We look forward to continuing our successful business relationship.

Sincerely,



Darlene Himantog
Late Accounts Collection Officer

