

August 1 2024

Sim Construction Trading and Services
Brgy. Tulay, Odiongan Romblon

Dear Jim Sim,

Subject: Initial Notice for Delayed Payment

Greetings!

This letter serves as a initial letter delayed for payment with total amount of Php 20,654,000 Despite previous reminders and requests for payment, this amount remains unpaid.

Please remit payment in full immediately , from the date of this letter, to avoid further action. Payment can be made to the following:

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

Failure to pay the outstanding amount by the deadline will leave us with no alternative but to initiate legal proceedings to recover the debt. Should this become necessary, please be advised that you may also be liable for any additional costs, interest, and attorney's fees incurred as a result of such action.

This letter serves as a final notice and an opportunity to resolve this matter amicably. I urge you to take this final step to settle your account and avoid further escalation.

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.

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

