

August 03 2024

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

Dear Luchavez, Domingo,

Subject: Final Demand Letter

Greetings!

This letter serves as a formal and final demand for payment for 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** 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 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

