

July 20 2024

Simon Motorparts and Accessories
Real st. Brgy Bito Abuyog Leyte

Dear **Sheryl Villamor**,

Re: Final Demand for Payment

This letter serves as a formal and final demand for payment of the outstanding amount of **Php 42,544.84**, which has been due since **June 2024**. Despite previous reminders and requests for payment, this amount remains unpaid.

As of the date of this letter, the total amount due is broken down as follows:

- Principal Amount: **Php 42,544.84**

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

Please note that we do not accept cash payments.

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.

Should you have any questions or require additional information, please do not hesitate to contact me at 0994-327-8804 and 0917-7066-175.

Sincerely,



Darlene Himantog
Collection Officer Top Armada Cement Corporation

