

you to make the payment. Please provide me with payment in full in the next 15 business days and if you cannot come up with full we can set up a payment arrangement. If I have not received your payment or reply in 15 business days, I have the right to enforce this order in Small Claims Court. If you do not believe you are liable for these amounts, you will have a right to present your defense in court.

If you want to resolve this matter without a lawsuit and further damaging your credit rating, you must email within 2 days of the date of this letter; either pay \$1423.91 by Today against the balance or five payment of \$500.00 from Today you owe or email us and work out arrangements for payment with it \$1985 If you do neither of these things we will refer this matter to an attorney to file a lawsuit against you for the collection of this debt

Being a polite and humble collection agency it is our duty to inform you that if the payment is not made on time, then there are legal actions that can be taken against you. So, it would be better to avoid any such situation and make the payment before the due date.

Kindly update us with your clear intention for this matter. Are you willing to resolve this matter out of court or we can dispute the matter in the courthouse??

Thank you,

Audit Department