

METRO COTABATO WATER DISTRICT
Governor Gutierrez Avenue
Cotabato City

March 13, 2017

Name _____
Address _____
Account No. _____

Dear Madam,

Please be informed that per our records, the water connection registered under _____ with account No. _____ has an outstanding balance of P _____ with the Metro Cotabato Water District.

In view of this, we are referring this statement to you for the following reason/s:

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Please inform us immediately, should there be any discrepancy in the above findings. However, should we not hear from you in Five (5) days from receipt of this letter, we assume that you accept the account and the amount indicated above will be reflected in your next water bill.

For further inquiry, please do not hesitate to call us at Tel. no. 421-7135 or 421-2252 or you may see us in the office during office hours.

Thank you for your continued support.

Very truly yours,

JOCELYN A. PLAZOS
OIC, Department Manager
Commercial Services

Noted by:

LEONORA D. GAUDIANO
General Manager