



METRO COTABATO WATER DISTRICT

Gov. Gutierrez Avenue, Cotabato City or P.O. Box 657, Cotabato City
Tel. No. (064) 4211070; (064) 4213566
Fax. No. (064) 4213009 E-mail Add.: metrocotabatowaterdistrict@gmail.com



Date: _____

Dear Sir/Madam:

We are sending this letter to you with regret that previous efforts to obtain payment from you have been unsuccessful.

We are again sending a copy of your statement of account with account no _____ amounting to _____ which has been overdue since _____.

Please accept this reminder that payment is now due and demandable. If you have any questions or want to make special arrangements for payment, please contact us at 421-7135 or visit our office not later than _____.

Your attention on this matter will be greatly appreciated.

Very truly yours,

JOCELYN A. PLAZOS

OIC-DM Commercial Services

Noted by:

LEONORA D. GAUDIANO
General Manager