

Date

TO: Karen Ricks
Manager, Collections Section

FROM: Person
Human Resources Manager

SUBJECT: Outstanding Accounts Receivable Accounts

Enclosed is a list of outstanding accounts receivable for former employees with an overpayment of salary. I have enclosed all documentation concerning our efforts to collect the outstanding debt from the former employee.

If you need further information, please contact me at (insert phone number.)

brg

Enclosures

Cc: Assistant Payroll Officer
Payroll Clerk