



DEPARTMENT OF HEALTH AND HUMAN SERVICES
Food and Drug Administration



Certified Mail - Return Receipt

Sample Employee Emergency Payment
Dunning Letter and Notification of Pending Offset

John Doe
9876 Main Street
Anywhere, USA 12345

Dear Mr. Doe:

A check for an Employee Emergency Payment was issued to you on _____, 19__ in the amount of \$ _____. Our records show that you have not repaid the Employee Emergency Payment in accordance with the terms of the Promissory Repayment Agreement dated _____, 19__ . If you have submitted payment, in full, please let us know as soon as possible by calling FTS 443-2014 to allow us to check our records and clear your account. If you do not respond within fifteen (15) days of the date of this letter, we will initiate offset action.

In the event you have not already repaid us, you must submit payment for \$ _____, representing the full amount of the emergency payment of \$ _____, interest of \$ _____, and \$ _____ in administrative costs. Checks or money orders are to be made payable to the "Food and Drug Administration" and mailed to the address noted below.

Food and Drug Administration
Accounts Receivable
8455 Colesville Road
Silver Springs, MD 10903

If full payment is not received within thirty (30) days of the date of this notice, we will initiate recovery of this debt owed to the Government without further notice to you, by salary or other offset, as you agreed to in your request for an Employee Emergency Payment. Additional late payment charges will be assessed in the Promissory Repayment Agreement.

Your prompt attention to this matter is greatly appreciated. If you have any questions, please call the Payroll Liaison Office at FTS 443-2014.

Sincerely,

Raymond Chin
Director, Division of Accounting