

February 15, 2001

Commonwealth Cancer Institute
ATTN: Ms. Pamela A. Hough
7124 Hill Street Road
Richmond, VA 23235

Dear Ms. Hough:

We received your February 15, 2001, faxed letter requesting an installment plan for the balance due on Invoice No. AM3615-00.

Enclosed is a promissory note with a revised projection of the amount due. The principal balance due is \$6,032.68. You are requested to sign the promissory note and return it to me with your first installment payment.

Sincerely,

R/A
Leah P. Tremper, Team Leader
Accounts Receivable Team
License Fee and Accounts Receivable Branch
Division of Accounting and Finance
Office of the Chief Financial Officer

Enclosure: Promissory Note

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