

June 20, 2001

Ms. Shanika L. Brown
13011 Mistle Toe Spring Road, #416
Laurel, MD 20708

Dear Ms. Brown:

On March 23, 2001, you were issued Invoice No. E0008-01 in the amount of \$1,954.12 for a debt due the NRC for advance sick leave owed at the time of your departure from the NRC. To date, our records do not show that you have paid this invoice. It is our intention to refer your account to the Department of the Treasury for collection if payment is not received within 15 days from the date of this letter. The Department of the Treasury will proceed with various collection actions such as tax refund offset, offset against any monies owed to you by the Federal government, wage garnishment, and referral to private collection agencies. As the debtor, you will be responsible for all fees incurred for the collection of this debt. The collection fees range from 18% to 34% depending on what method of collection is used.

If you have any questions, please contact me at 301-415-7347.

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

CERTIFIED MAILRETURN RECEIPT REQUESTED

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Laurel, MD 20708

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