



May 19, 2022

MRS. MERIAM LUNA
Office of the Dean of Students
VSU, Baybay City, Leyte

Dear Mrs. Luna:

Please be informed that our office is making direct verification of customer balances from our Internally Generated Fund (IGF) and Business Related Fund (BRF) projects. Our **Coco Food 6.5** confirmed that this transaction remained unpaid as of **March 31, 2022**.

PLEASE EXAMINE CAREFULLY YOUR ACCOUNTABILITIES BELOW AND EITHER YOU CONFIRM THEIR ACCURACY OR REPORT ANY DIFFERENCES DIRECTLY TO OUR OFFICE USING THE ATTACHED CONFIRMATION FORM.

Buyer	Bill No.	Amount
M. Luna	2020-12-129	160.00

Anent to this, we respectfully request your preferential action in confirming the correctness of the unpaid balance/record within 5 working days from receipt of this notice. Failure to return the confirmation form within the prescribed period attests to the correctness of your accountability.

HOWEVER, shall there be any account/s not referring to your office, please inform us so we can make further verification and necessary adjustments.

PLEASE DO NOT ATTACH PAYMENTS TO YOUR REPLY.

Respectfully,

MARIA TERESA A. CRUZ
Head, IASO

Received by:

PRINT NAME/SIGN/DATE