

[Insert logo image here]

[Fund name
Address
City, State, Zip Code]

King Consulting
123 Sample Street
Baltimore, MD 21227

09/28/2022

RE: Delinquent Payment

Dear King Consulting,

You are delinquent to **[Fund Name]** for the items listed below.

Please respond with payment or contact the Fund Office within 10 days of the date of this letter to avoid referral to Fund Counsel under the terms and conditions set forth by the Collective Bargaining Agreement.

Delinquent Report:

Payroll End Date	Reference Number	Group	Fund Name	Estimated Amount
2017-12-31	D81612	E	401K FUND	\$296.30
2017-12-31	D81612	E	BILLABLE HOURS WORKED	\$320.00
2017-12-31	D81612	E	PROBATIONARY HOURS FUND	\$253.00
2017-12-31	D81612	E	VACATION HOURS FUND	\$321.00
2018-01-31	D81613	E	PROBATIONARY HOURS FUND	\$245.00

The actual amount owed will be calculated when you report actual hours worked. You are responsible for the actual amount due as well as all interest and penalties under the terms of the Collective Bargaining Agreement.

Please remit payment via our Employer Portal or directly to the Fund Office by 10/08/2022 to avoid legal action.

Sincerely,

[Fund Name]