

# PEACE CORPS



## Example of a Demand for Payment Letter

### Example of a Demand for Payment Letter

Date: \_\_\_\_\_

Ref: \_\_\_\_\_ Bill No. \_\_\_\_\_

Dear

In auditing your final Readjustment Allowance account, we have discovered that Peace Corps has overpaid you in the amount of \$\_\_\_\_\_. (See your enclosed statement of total earnings, PC-721.)

In order that we may close out your pay account, it is requested that you send a check or money order for \$\_\_\_\_\_ made payable to Peace Corps to settle the indebtedness to:

Cashier, Fiscal Services Branch  
Accounting Division  
Peace Corps  
Washington, D.C. 20526

Enclosed is a self-addressed envelope for your convenience. To assure proper credit to your account, please return the copy of this letter with your remittance.

Thank you for your prompt attention to this matter.

Sincerely,

Volunteer Services Section  
Accounting Division

Enclosures

ACCOUNTING CODING DATE: