

# ATP SALES & SERVICES SDN BHD

CO. NO.: 201801013693    TIN NO.: C25450991060    SST NO.: J31-2507-32000110  
142A, JALAN LAYANG 16, TAMAN PERLING,  
81200 JOHOR BAHRU, MALAYSIA.  
Tel: 018-7864855 email: info@atgroup.com.my

October 23, 2025

**SMK GEMAS**

NO. 1, JALAN BESAR,  
GEMAS  
73400 GEMAS  
NEGERI SEMBILAN

Tel: NA                      Fax:

Debtor Code : 3000-S0126

Dear Sir,

**RE: Reminder to Overdue Account (Balance of MYR 1,873.80)**

An examination of our records indicates that the following amounts are due from your company :

Date	Type	Document No	Terms	Agent	Amount	Due Date	Outstanding
30/6/2025	INV	MR2506.1059	35 DAYS	S001	232.65	4/8/2025	232.65
29/7/2025	INV	MR2507.0727	35 DAYS	S001	559.98	2/9/2025	559.98
27/8/2025	INV	MR2508.0395	35 DAYS	S001	1,081.17	1/10/2025	1,081.17
<b>Total :</b>							<b><u>1,873.80</u></b>

If the above listed items are in order. We would appreciate receiving your cheque immediately so that your account be brought up to date.

Your service will be subjected to temporary interruption if full payment is not received by after 7 days from the notice date. For unlock the copier service may take 3 working day from the date payment received.

Should you feel that there is a reason why these items cannot be paid , kindly inform us of this.

Yours faithfully,

**ATP SALES & SERVICES SDN BHD**

PS. This is a computer generated reminder and no signature is required