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**January 31, 2017**

**Joel M. Ruiz Torres**

**Universidad de Puerto Rico**

**Recinto Rio Piedras**

**Edificio Facundo Bueso 301-A**

**San Juan, PR 00931**

**Dear Joel M. Ruiz Torres:**

**We have recently completed an examination of our records and would appreciate your verifying the correctness of the following information.**

**Our records indicate that, at the close of business on December 31 2016, the amount payable on your account was $430.00**

**Please send us a check for the overdue amount.**

**Thank you for your continued business with our company**

**Please sign the confirmation form in the space provided below and return.**

**If it does not agree, do not sign but explain and sign on the reverse side.**

**Sincerely,**

**Evelyn Medina, Presidente**

**------------------------------------------------------------------------------------------------------------**

**I confirm that the above information is accurate.**

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**