

DATE

RE: CASE: IRN:

AMOUNT DUE: \$

Dear:

This letter is to inform you this overpayment recoupment has been referred to the Central Collections Unit.

The Maryland Annotated Code, State Finance and Procurement 3-302 requires the MD CSEA transfer this debt to the Central Collections Unit (CCU), Department of Budget and Fiscal Planning. A 17% collection fee will be added to your CCU account.

If you should have any question, regarding this matter please call for further assistance.