



State Water Resources Control Board

August 1, 2015

Ms. Jane Doe
Accountant, Financial Planning Department
County of Happyville Sanitation District
P. O. Box 1111
Happyville, CA 906074998

In the loan payment field, enter "CW" + "-1234-567"
Invoice number = CW-1234-567

Dear Ms. Doe:

CLEAN WATER STATE REVOLVING FUND (CWSRF) FINANCING AGREEMENT, COUNTY OF HAPPYVILLE SANITATION DISTRICT, AGREEMENT NO. C-05-1234-567, CONTRACT NO. 00123-550-0, ACCOUNTS RECEIVABLE NO. 00123-14-11

In accordance with the repayment provisions of your CWSRF Financing Agreement, your annual repayment is due in this office on or before September 30, 2015. Enclosed is a copy of your repayment schedule showing disbursements and any repayments to date.

Please make your check in the amount of \$481,867.17, payable to the State Water Resources Control Board. When making repayment, please refer to contract No. 00123-550-0 and accounts receivable No. 00123-14-11 to ensure proper credit to your account.

We recommend that you send the repayment by REGULAR MAIL or OVERNIGHT MAIL. If repayment is not received in this office within ten (10) days after the due date, a penalty of one-tenth of one percent (0.1%) per day will be assessed. The penalty will be assessed on the amount due from the repayment due date.

Submit your repayment to one of the following:

Regular Mail:
CWSRF Accounting Office
CWSRF Program
P. O. Box 1888
Sacramento, CA 95812-1888

Overnight Mail Service:
CWSRF Accounting Office
CWSRF Program
1001 I Street, 18th Floor
Sacramento, Ca 95814

If you have any questions, please call Ms. Barbara August at (916) 231-1234.

Sincerely,

Janice Clemons,
Chief
Enclosure

SAMPLE