***MEMORANDUM***

**To:** Edward Silysby, Loan Officer

**From:** Don Dally, Chief Accountant

**Date:** 21/02/2220

**Subject:** Loans Outstanding

The following accounts are outstanding and should be sent reminder notices as appropriate:

**EMERSION & ASSOCIATES**

Loans Outstanding

**Account No.** **Rate** **Date Due** **Amount**

334-M-7 11.75 1/6 $6,490.66

339-M-3 11.75 1/8 10,342.67

497-S-2 9.25 2/10 9,500.00

394-T-6 10.25 2/26 15,296.80

493-A-10 13.50 6/14 22,628.90

664-A-90 13.50 8/21 15,334.00

972-V-4 10.25 8/27 25,987.62

995-G-2 11.75 10/14 3,500.00

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**Total** $109,080.85

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When notifying tardy accounts, use From Document No. 692