

June 20, 2019

D. Fendant
123 Fine St
City, Province
Postal Code

Dear D. Fendant:

RE: **Your Municipality Name v. D. Fendant**
Oshawa Small Claims Court #: 842/19
POA File No. 2860 999 xx xxxx xx

A Certificate of Default was issued against you by the Ontario Court of Justice with respect to the outstanding *Provincial Offence Act* fine and was filed in the Oshawa Small Claims Court on April 10, 2019.

Enclosed are copies of Notice of Garnishment and the Affidavit of Enforcement, which are being served upon you pursuant to the *Rules of Civil Procedure*. The Notice of Garnishment has been served upon your employer, Employer Name.

Any further costs/fees and applicable interest associated with the collection of the offence will be added to the amount due.

If you have any questions or concerns, please contact this office immediately.

Yours very truly

Manager, Collections

Encls.