

June 21, 2019

D. Fendant
123 Fine St
City, Province
Postal Code

Dear D. Fendant:

RE: **Name of Your Municipality vs. D. Fendant**
Ontario Superior Court of Justice Claim No.: 88118/14
POA File No. 2860 999 xx xxxx xx

A Certificate of Default was issued against you on Date of Judgment by the Ontario Court of Justice with respect to the outstanding *Provincial Offence Act* fines and was filed in the Ontario Superior Court on April 15, 2014.

Enclosed is a copy of the Notice of Garnishment and Affidavit, which are being served upon you pursuant to the *Rules of Civil Procedure*. The Notice of Garnishment has been served upon your employer, Name of Defendant's Bank or Employer.

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

Yours truly

Manager, Collections & Customer Service

Encls.