



STRICTLY PRIVATE & CONFIDENTIAL  
私人函件，絕對保密

Date (日期):

Attn :

Dear Sir / Madam (敬啟者):

We act on behalf of our client,  
本公司授託於客戶

to send you this letter which serves as a final reminder that your above mentioned account (with the captioned amount subject to the final confirmation from our client ).  
向閣下催收上述賬戶之過期款項 (以上金額僅屬參考，一切以委託機構記錄為準)。

You are requested to settle the overdue balance immediately. Please deposit the captioned amount directly into your overdue account. For cheque payment, please make the cheque payable to  
請閣下立即將款項直接存入閣下之欠款賬戶。如以支票繳付，抬頭請寫

This is final notice. Until we are advised of the subject payment, we will initiate further action.  
此函是最後通知，本公司將會採取進一步催收行動，直至收到還款通知。

For negotiation or if you have already made payment, please contact our Collection Manager, \_\_\_\_\_, at \_\_\_\_\_ without further delay.  
閣下如需協商還款事宜或收到本公司通知書前已繳款，請立刻致電本公司 \_\_\_\_\_ 與催收部經理聯絡。

If the subject account has already been fully settled, please disregard this letter but advise us of the settlement.  
如閣下已於日前繳清賬項，請不需理會此函，並請速通知本公司。

Thank you for your attention. Your prompt action to this matter is highly appreciated.  
多謝合作。

Yours faithfully  
GLOBAL CREDIT MANAGEMENT CO

(This letter does not require signature) (To keep up with our service quality, all conversation may be recorded)  
本函不需印鑑 (為提高服務質素，所有對話可能會被錄音)

Mailing Address : P O Box No. 62323 Kwun Tong Post Office Fax: (852) 2877 7682



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Personal Information Collection Statements

Personal data collected by GCMC in the course of handling of your case will only be used for purposes of collecting the debt. Under the Personal Data (Privacy) Ordinance, you have rights to request access to and correct your personal data held by us. If you wish to exercise these rights, please complete the “Data Access Request Form” (FormOPS003) from PDPO and address to P O Box No.62323 Kwun Tong Post Office.

收集個人資料聲明

本公司在處理閣下的案件過程中所收集的個人資料，只會用於催收有關閣下之過期款項用途。根據《個人資料(私隱)條例》，你有權要求查閱及改正你在我司的個人資料。如欲行使這項權利，請填妥私隱公署的《查閱資料要求表格》(表格OPS003)，並寄往觀塘郵政局郵政信箱 62323 號。

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