

DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
3044 CATLIN AVENUE
QUANTICO, VIRGINIA 22134-5103



IN REPLY REFER TO:
7000
MRF
>>Date1<<

To: >>Name<<
>>Address<<
>>City<< >>State<< >>Zip<<

Subj: INDEBTEDNESS TO THE U.S. GOVERNMENT

Ref: (a) MCO 7010.20

Encl: (1) Evidence of outstanding debt
(2) Advisement of Rights and Obligations

In accordance with the reference, you have been determined as being indebted to Marine Corps Community Services (MCCS), an instrumentality of the United States Government. Enclosure (1) contains documentation on your debt. Enclosure (2) is your Advisement of Rights and Obligations concerning this debt. To avoid enforced collection, your prompt attention and resolution of this debt is requested. As provided per description, you owe >>Amount<< as of >>Date2<<. This debt resulted from >>Description<< as described for enclosure (1).

To avoid involuntary (enforced) collection, you must repay your debt in full, or if you are unable to pay in full establish with MCCS a mutually agreeable alternative payment plan, within 30 days from the date of this letter. Alternative arrangements consist of establishing with MCCS a payment plan for liquidation of the debt. Alternative arrangements will only be granted upon written request to this office and only if lump sum payment would create a financial hardship. Alternative arrangements must be in place and initial payment received within 30 days from the date of this letter. Failure to make full payment or alternative arrangements will lead to enforced collection measures as described at enclosure (2).

Please contact MCCS immediately if you believe this debt is not valid or if there is an error and be prepared to provide documentation that supports your position. You may contact us at 571-456-6633 or 816-705-4400, or by mail at 2306 E. Bannister Rd. Kansas City, MO 64131.

Payment can be made with debit or credit card by calling 571-456-6633 or 816-705-4400 or a certified check or money order mailed to Marine Corps Community Services, PO Box 277160, Atlanta, GA 30384-7160. *Please include a copy of this letter with your payment.*

Revenue Accounting Manager
Marine Corps Community Services