



April 17, 2024

To Whom it May Concern:

Am requesting credit in the amount of \$1,679.76.

\$462.56 was overpaid in April 2024 (for March 2024) due to a calculation error.

\$1,217.20 was overpaid in January 2024 (for December 2023) due to an employee (Darrell Westrick) who had termed in November but was not removed from my calculation sheet.

If you have any questions, or need any additional information please call 240-778-3747.

Thank you,

A handwritten signature in blue ink, appearing to read 'Liz Lilly', with a long, sweeping horizontal stroke extending to the right.

Liz Lilly
HR Manager
301-955-1361