

<Date>

<Agency Name>
<Agency Officer or Director>
<Agency Address on File>
<Agency Address on File>
<Agency Address on File>

Dear <Agency Officer or Director>,

RE: WORKING CAPITAL ADVANCE RECOVERY

Our records indicate that <Agency name> has a Working Capital Advance from the Province of Manitoba in the total of \$ <X>. Because <only include relevant reason e.g. agency is no longer delivering services on behalf of FS/is operating at a financial capacity that deems the advance unwarranted/according to the terms of the SPA>, the advance must be paid back <by date (only if applicable)>.

Payment for the balance of the advance can be made by cheque or money order payable to the Minister of Finance and can be mailed to:

Agency Accountability and Support Unit
Administration and Finance Division
Family Services
3rd Floor – 777 Portage Avenue
Winnipeg MB R3G 0N3

If you have any questions, would like to make other payment arrangements or have new information that may be the basis for an appeal, please contact <program area and contact info>.

Sincerely,

Assistant Deputy Minister
Administration and Finance

c: AASU file
Program Area Administration and Finance Manager