

Account Ref:.....

Date: .....

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Dear .....

**Re: Arrears of (.....)**

I write to advise you that your rent / service charge account is in arrears.

Could you please clear the debt or contact me to discuss this as I may be able to help.

My contact details are: .....  
.....

Please let me know if you need an interpreter. ....

Yours sincerely,

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Account Ref:.....

Date: .....

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Dear .....

**Ujeedo: Lacagta kugu aruurtay oo gaareysa .....**

Waxaan hadda kuugu soo qorayaa in lacagta akawntigaada ee ijaarka/  
kharashka adeegyada ay kugu biirtay (arrears)

Fadlan waxaa lagaa codsanayaa in aad bixisid lacagta kugu biirtay ama aad  
ila soo xiriirtid si aan u xalino habkii aad u bixin lahayd.

waxaad igala soo xiriiri kartaa: .....

.....

Fadlan ii soo sheeg haddii aad u baahan tahay qof turjubaan ah.

Mahadsanid  
Yours sincerely,

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