

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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致

有關：**欠款**

我現在寫信通知你你的租金/服務費戶口現在拖欠了款項。

請你清還欠款或與我聯絡以便討論這事宜，因為我也許能提供協助。

我的聯絡資料是： (姓名)
(電話號碼)

請告訴我你是否需要傳譯員協助..

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