

Account Ref:.....

Date:

.....
.....
.....
.....
.....

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,

.....
.....

Account Ref:.....

Date:

.....
.....
.....
.....
.....

Dragi(a)

Što se tiče: Zaostalog duga od [.....]

Pišem da Vas opomenem da je račun Vaše kirije/podstanarskih troškova u zaostatku.

Možete li molim Vas odplatiti dugove ili me kontaktirati da porazgovaramo o tome, pošto ja možda mogu biti u mogućnosti da Vam pomognem.

Moji detalji kontakta su:

.....

Molim Vas stavite mi do znanja ako Vam treba prevodilac.

Iskreno,

.....
.....