

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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Bw/Bi

Kum: Madeni ya

Naandika barua hii kukuarifu kwamba malipo yako ya kodi / huduma yako nyuma.

Tafadhali lipa madeni yako au wasiliana na mimi ili tuonge kuhusu jinsi ya kulipa madeni ili niweze kukusaidia.

Namba zangu za simu ni:
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Tafadhali nieleze kama utaitaji mtafsiri.

Wako mwaminifu,

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