

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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Cher (e)

Objet: Arriere ya []

Nazali kokoma mpo kopesa yo liteya ete mbongo ya kofuta ndako / compte ya service charge ezali na arriere.

Okoki kosilisa nyongo ou bien ko contacter ngai mpo to discuter likambo yango lokola namoni ete nakoki kosalisa.

Details ya contact na ngai ezali:

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S'il vous plait yebisa ngai soki osengeli na interprete. .

Wayo wa motema,

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