

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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.....
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Kính gởi

Veà: Tieàn thieáu cuõa

Toài vieát thõ naøy ñeã baøu cho quí vò bieát laø quí vò ñang thieáu tieàn thueâ nhaø / chi phí dòch vui.

Xin quí vò traû soá tieàn thieáu ñoù hoaëc lieân laïc vùi toài ñeã thaø luaän vieäc naøy vì toài cò theå giuùp ñõ ñõõc.

Chi tieát lieân laïc cuõa toài laø:

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Xin haøy cho toài bieát neáu quí vò caàn cò moät thoâng dòch vieân.

Traân troĩng,

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