

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,

.....
.....

ዝኸበርኩም

ብዛዕባ፡ ዘይተኸፈለ ዕዳ []

ናይ ክራይ/አክልግሎት ሕሳብኩም ዘይተኸፈለ ዕዳ ከምዘሎ ንምሕባር እየ ዝጽሕፈልኩም ዘለኹ።

እንተኸኢልኩም ክፈልዎ። ክትከፍልዎ እንተዳኣ ዘይትኸእሉ ኮንኩም ግን ምናልባት ክሕግዘኩም እንተኸኣልኩ ከም ተሳራርቡኒ ግበሩ።

ዝርከበሉ ስልኪ ቁጽሪ፡ ()
()

አተርጓሚ እንተዳኣ ዘድልዩኩም ኮይኑ ሓብሩኒ ኢኹም።

አኸባሪ/ትኩም