

..... day of.....,

.....

(imię i nazwisko nadawcy)

.....

.....

(adres nadawcy)

.....

(numer konta nadawcy)

.....

(imię i nazwisko odbiorcy)

.....

.....

(adres odbiorcy)

Official Demand Letter

Dear Sir/Madam,

You were to have paid the amount of to me on
(kwota do zapłaty)

.....
(pierwotny termin zapłaty, z którego nie wywiązał się adresat)

The debt relates to:
(nazwa zobowiązania/numer umowy/faktury)

Despite my requests for payment debt remains outstanding.

I hereby demand that payment of the full amount of the debt be paid to me within
days from the date of this letter.

Please note that if I have to commence legal proceedings in order to secure repayment of the debt owing, this letter will be tendered in court as evidence of your failure to attempt to resolve this matter.

Yours sincerely,

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