

Ref No :RL1/10781

To,

Satish Rajwade

1/B,Lokesh Housing Society,Yamunanagar,Nigdi.

Subject

First Reminder

06/03/2019

Dear Satish Rajwade

We have still not received the payment.

We had already mailed you the above referred demand note . In case the same is misplaced by you or if you have not received it, We give hereunder the Statement of Accounts (or dues ) for your ready reference and immediate consideration.

Your current installment linked with Earnest Money Deposit  
(Against Reservation)

Rs.682,500.00

was due as intimated to you amounting to a total

PLUS :Total amount due upto previous installment

Rs.0.00

Total amount due for the account

Rs.682,500.00

LESS :Total amount paid by you as on date

Rs.236,966.00

**Net amount overdue for the account**

**Rs.445,534.00**

We, therefore, once again request you to remit your payment immediately to avoid delayed payment charges.

Thanking You,

Yours Sincerely,

Authorised Signatory,

P.S. : If you have already made the payment of above dues before receipt of this letter, please ignore this reminder and excuse us for the inconvenience.

Note. : Cheque may please be drawn in favour of the SAMPLE COMPANY PVT LTD.