

## Final Reminder

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Damithri Palliyaguru  
Attorney-at-law (LLB)  
Recovery Section  
Sri Lank Telecom PLC  
Lotus Road  
Colombo 01

Dear Sir / Madam,

### **Reminder for the non-settlement of bills**

This letter serves as a reminder that you have an outstanding payment of Rs..... for the Sri Lanka Telecom PLC for the Account Number .....

According to our records, it shows that you have an overdue payment, and we would therefore kindly request you to remit payment in full immediately or contact me via 0112341080 or damithri@slt.com.lk within 07 days to make payment arrangements.

In case the payment is not made within due date we will be forced to take further recovery action against you to recover the debt incurred by you. We believe that legal action would be completely unnecessary and therefore, request you to settle the arrears without delay.

Please disregard this letter in case you have already made the payment.

Thank you for being a SLT customer & we wish to continue this relationship for the benefit of both parties.

Thanking you,  
Yours sincerely

Legal Officer / Recoveries

Sri Lanka Telecom PLC

Copy: DGM / Recoveries

