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Recovery Section

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(9.00AM – 4.30PM)

BY REGISTERED POST ……………………

…………………….

……………………

…………………….

…………………….

Dear Sir/Madam,

**LETTER OF DEMAND AND TERMINATION**

OUTSTANDING BALANCE : **………………..**

ACCOUNT NUMBER : …………………

TELEPHONE NUMBER : **………………….**

**SRI LANKA TELECOM PUBLIC LIMITED COMPANY**

I write on the instructions of my Client Sri Lanka Telecom PLC, which has a Regional Office at **………….** and its Head Office at Lotus Road, Colombo 01 and which is the Successor to all the assets, liabilities, rights, obligations and contracts of the Corporation named Sri Lanka Telecom and of the Department of Telecommunications.

I am instructed that, you are a Customer of my Client and that, as such, at your request, my Client installed it’s telephone equipment and provided a telephone service to you at your premises bearing the above stated number, subject to the terms and conditions of the Agreement entered into by and between my client and you, including the payment of all subscriptions, charges, fees and other monies.

I am instructed that, you have benefited from and used the said facilities and services provided by my client, but you have failed and neglected to pay the monies due as aforesaid, though my client has sent you Monthly Statements setting out the sums, which are due, and payable.

I am instructed that, presently there is a sum of **………………** and owing from you to my Client, on account of the subscriptions, charges, fees and other monies due from you to my Client for the installation and provision of the said telephone services. You are liable and bound and obliged to pay these monies to my Client.

However, you have wrongfully and unlawfully failed and neglected to pay these monies to my Client and the said monies payable by you to my Client, are in arrears and in default. Therefore, my Client has instructed me to advise that the aforesaid Agreement is hereby terminated and determined.

I am also instructed to demand and I do hereby demand payment from you to my Client, of the aforesaid monies, within 14 days of the date of receipt of this letter and advise that if you fail to make such payment, legal action will be instituted against you, for the recovery of these monies, without any further notice to you.

Yours faithfully,

Attorney-at-Law