**REMINDER LETTER**

Re: Outstanding Debt of ………………………….

Dear Mr/Mrs. ……………………………….

You will note that the sum of ………………………………. is due by you the amount is now outstanding over 30 days.

We would like to draw it to your attention that in the event of nonpayment by you, we will commence our legal debt collection procedure in respect of your case and we will pursue the amount due by you together with the legal cost until settled in full.

It is strongly in your interest to avoid the additional expense and of a court appearance. We strongly advise you to take this opportunity to reach an amicable solution

Please pay now the sum of …………………………… due by you through the treasurer and we continue developing our saving group.

**Yours faithfully.**