Equatorian Sdn Bhd,

Lot 1, Jalan 3,

Kawasan Perusahaan Bandar baru Salak Tinggi,

43900 Sepang, Selangor.

From

Nenona Setia Enterprise

No41, jalan 13,

Bukit Rawang Putra,

48000 Rawang Selangor.

Dear Sir, 17 August 2015

First of all let me thank you for giving opportunity to do business with you for past 3 years. I am writing this letter to kindly request to release the pending of the payment which you hold previously.

Currently, I am financially in difficult situation where I need to make my son’s college education fee on 23rd of August 2015. Therefor I am requesting your help to release the payment hold previously. I hereby attached the college fees documents for your perusal.

I hope you will understand my financial situation. Please consider my request and expedite the process to release our payment at your earliest convenience. I want to thank you again and I am looking forward to a long lasting relationship with your company.

Yours sincerely,

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**G Uma Ranee A/P P Govindasamy**

**Proprietor of Nenona Setia Enterprise**

I need the payment urgently, to make payment of my son’s college fee. My son going to start his 3rd semester end of this month, and we need to pay for his semester fee. Therefore I need to

I want to thank you again and I am looking forward to a long lasting relationship with your company.

Request you to expedite the process and release our payment at your earliest convenience.

The payment is for the ongoing month of June and the amount to be payed is Rs. 4000.

This letter is being written to inform you that your monthly payment of the maintenance bills is outstanding. The payment is for the ongoing month of June and the amount to be payed is Rs. 4000.

Request you to expedite the process and release our payment at your earliest convenience.