

<name>

<Address 1>

<Address 2>

<Suburb> <State> <Post Code>

Dear <Salutation>

Debt Owing To: <Owing to>

Indebted Reference: <Debt>

Client Reference No: <Client Ref No>

Amount OutStanding: <Amount> <CurrentDate>

Due Date: <DueDate>

we act on behalf of <Owing to> in relation to this outstanding account. This account is now severely delinquent and therefore has been referred to pty ltd for immediate collection.

payment for this account must be made full no later than <DueDate> to avoid further recovery action.

Please contact this office as a matter of urgency on 1300 566 814 to arrange payment.

Regards

Indebted pty ltd

ph 1300 566 814

SEE OVERLEAF FOR DETAIL OF PAYMENT METHOD