**I am added**

**Mr. ABC Date: ……**

**CNIC: 00000-77777777-1**

**Managing Partner**

[Address]

**City**

**FINAL NOTICE – RECOVERY OF DEFAULTED AMOUNT**

Reference our previous correspondence with you inter alia our letter dated ??????? (last correspondence date), duly served on *Agency Name*, in continuation thereof you are hereby served this Final Notice for the settlement, payment and recovery of the remaining defaulted amount. For the avoidance of doubt, *Agency Name* defaulted for an amount of PKR ???????? (PKR (in words) only) against which recovery was made for the amount of Rs. ?????? and remaining defaulted amount of PKR ??????? is still outstanding against you .

You are hereby called upon to make the immediate payment of the total outstanding amount of Rs. \_\_\_\_\_\_\_\_\_\_\_ latest by …………(15 days date), failing which Pakistan International Airlines reserves all the rights and remedies available under the applicable laws for the recovery of defaulted amount and to initiate other legal proceedings against you at your cost and consequences, which please note.

Signed by

PSM/DM/DSM

