Date: {genarate\_date} 1st REMINDER

{YANTI BINTI MOHD YASIN

NO.56, JALAN SETIA DAMAI U13/15C,

SETIA ALAM SEKSYEN U13,

40170 SHAH ALAM, SELANGOR DARUL EHSAN}

Dear Sir/Madam,

**Re: OUTSTANDING MAINTENANCE FEES AS AT {28 TH OCTOBER 2015}**

**{DAMAI 1516 HOMEOWNERS} FOR UNIT NO. {U13/15C-56}**

We refer to the above matter.

According to our records as at **28th October 2015**, there is a sum of RM **9,087.76** being amount due towards the contributions of maintenance and sinking fund charges for your unit.

If you have been busy or there is an oversight, then we would appreciate your early settlement. If payment has already been made, please accept our sincere apologies and disregard this reminder and we would be grateful if you could notify us the details of the payment made.

In order not to cause disruption to the services provided to you, we would sincerely appreciate to receive your payment within **{14 days}** from date hereof.

All payments are to be made in favour of **name of JMB/MC** and can be made in our Management Office. Our office is open from Monday to Friday from 9 to 5 and Saturday from 9 to 1.

We look forward to your early settlement of the above outstanding sum in order not to experience disruptions and inconveniences.

Should you require any clarification, kindly contact the Management Office at {**012- 2211791}**.

Thank you in advance.