Date: {date} 2nd 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 and our 1st reminder to you dated \_\_\_\_\_\_\_\_\_\_\_\_\_ and regret to note that you have not make the necessary payment towards the outstanding service charges as at {**first reminder\_cut\_of\_date**} amounting to RM {**same as in the 1st reminder**}. We sincerely hope that this is merely an overlook on your part and you would be making payment soon.

In order to continue to enjoy the common services provided in {**Damai 15/16}**, we seek your kind cooperation to make good your payment within {14 days} from date hereof failing which we have no alternatives but to seek legal remedial measure to recover the above said sum from you.

Our Management Office will be opened from 9 am to 5 pm on Mondays to Fridays and 9am to 1pm on Saturdays.

We hope to receive your payment and kindly accept our most sincere apologies and ignore this letter if payment has been made.

Thank you.

Yours faithfully,

Management office

For and on behalf

**{DAMAI 1516 HOMEOWNERS BERHAD}**