

DATE :

PER REGISTERED POST

Dear

- 1 We hereby demand from you the immediate payment of R _____, being in respect of _____

- 2 The aforesaid amount is now due, owing and payable by you. Unless we receive payment, within seven (7) days of the date of this letter, of the whole of the aforesaid amount together with interest at the rate of percent per annum, calculated from the due date of payment thereof until the actual date of payment thereof, both dates inclusive, we will have no alternative but to sue you for the recovery of such amount together with the interest accrued and to claim all legal costs incurred thereby.

- 3 Please give this matter your urgent attention.

Yours faithfully
