

DEFAULTER

[Address]

By Registered Post

Dear Sirs,

Re: Claim for Outstanding Rentals

Demised Premises :

Landlord :

Tenant :

We refer to the above matter.

2. You are indebted to us for the sum of [] being the outstanding rentals under the Tenancy Agreement dated [] (“**the Tenancy Agreement**”). Full particulars of which are rendered to you from time to time and within your full knowledge.

3. Pursuant to Clause [] of the Tenancy Agreement, interest at []% per annum shall be charged on all outstanding rentals as if such interest were rent in arrears and we shall reserve all rights therein.

4. Despite our repeated requests and reminders for payment, you have failed, neglected and/or refused to pay the aforementioned outstanding sum. As such, we have no alternative but to demand from you, which we hereby do, for the payment of the said outstanding sum.

5. You are hereby put on **NOTICE**, that unless you pay to us the said outstanding rentals of [] within SEVEN (7) DAYS from the date hereof, we shall have the right to immediately disconnect the electricity and water supply to the Demised Premises pursuant to Clause [] of the Tenancy Agreement.

6. **TAKE NOTICE** that unless you pay to us the said outstanding rentals of [] within SEVEN (7) DAYS from the date hereof, we shall commence legal proceedings against you without any further reference to you in which latter event, all cost, interest and expenses incurred thereby shall be strictly borne by you.

7. **TAKE FURTHER NOTICE** that any payment(s) made to us which payment is less than the amount demanded for herein shall be received without prejudice to our right to institute legal proceedings against you for recovery of any outstanding balance and/or other relief whereby such right shall be exercised without any further reference to you.

8. Meanwhile, all our rights under the Tenancy Agreement and/or existing law are hereby reserved. We trust that you will not render it necessary for us to take this matter further.

Yours truly,