

[Company Letterhead]

[Date] .....

Subject: Claim for debt payment

To: Mr./Mrs./Miss .....  
[Address] .....  
.....  
.....  
.....

Re: 1. .... Agreement  
2. Invoice No. ...., dated .....

You may recall that you have agreed to purchase/employ/lease .....  
from Mr./Mrs./Miss ...../  
Limited Partnership/Company Limited, as set forth in the Agreement referenced in 1  
above. It appeared that following our issuance of a demand for your payment of the  
debts under the Agreement amounting to ..... Baht, the details of which appear  
in the invoice referenced in 2 above, you neglected to do so. Your act therefore results  
in a default or breach of the Agreement and causes damage to us.

We hereby require that you pay us the debts amounting to ..... Baht,  
together with interest at the rate of ..... percent per annum calculated from the date of  
default. The payment is to be completed within ..... days from the date of receipt of  
this letter. If you still neglect to do so, it will be necessary for us to take legal action  
against you.

Yours sincerely,

(.....)