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| **[COMPANY NAME]** | **Socialist republic of Vietnam**  **Independence – Freedom – Happiness**  ..............day...... month...... year |

**NOTICE OF REQUEST FOR PAYMENT OF OVERDUE DEBT**

**No. :................../...........................**

To: .........................................

Business code:

Head office at:

Represented by:

Title:

Pursuant to Economic Contract No. ................................ day..... month...... year....... signed between .................................... Company and the Company.................. and based on the situation of work performance, date...... month......... In ..............., the representative of ................. Company and .................... Company signed the Acceptance Report and Work Handover Report.

In the Record of debt clearing between the Company's representatives............. and the Company................ number.........../.......... date........month .......... In ............, the Company ............ must be paid to the Company................ The total amount is: ................... VND (In words:..................... Vietnam Dong).

According to the terms of the Contract Payment (Article ......, Economic Contract No.:................ day......... month............ .............), ................... Company will pay the Company .................... VND within ............... date from the date on which the two parties sign the work/goods handover and Acceptance Report [based specifically on the Economic Contract].

Until the date......... month......... year............. Company............... have not received any information related to the Company's payment obligations............ Company............... are violating the payment obligation according to the article......... of the Economic Contract.................... between the two sides. In addition, the Company .......... has violated the provisions on payment obligations in Article 50 of the Commercial Law 2005 “The buyer is obliged to pay for the purchase and receive the goods according to the agreement. The buyer must comply with the payment methods, make the payment according to the agreed order and procedures and in accordance with the provisions of law.”

Therefore, by this letter and in the spirit of resolving the problem peacefully and in good faith, we kindly request you to pay the following amount: ... dong (In words:.. …) in accordance with the provisions of the contract.

Payment information is as follows:

Account Name: Company...........................

Account Number: ............. at the Bank........... –Branch........

Looking forward to receiving cooperation from the Company.

We would like to thank you very much!

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|  | **On behalf of ................. Company**  (Stamping, signing and clearly stating full name) |