

LETTER OF DEMAND FOR OUTSTANDING OVERDRAFT

SOLICITOR'S LETTER HEADING

The Managing Director,
Maytex Publishing Co. Ltd.,
10, Royal Street,
Benin City.

Dear Sir,

**MAYTEX PUBLISHING CO. LTD. A/C NO.
REPAYMENT OF OUTSTANDING OVERDRAFT**

We have the instruction of the Apex Bank Plc (hereinafter referred to as "Our Client"), concerning the above-mentioned matter.

The records of our client shows that your Company is indebted to our client in the sum of ₦ (amount in words) being the outstanding balance of an overdraft as at day of, 19..... We are informed that the said company has failed to liquidate the debt despite repeated demands.

It is our instruction to recover the debt forthwith.

We hereby demand that the said amount together with accrued interest be paid into the relevant account or through our chambers without further delay.

TAKE NOTICE that unless this demand is met within **TWENTY-ONE DAYS** from the date of this letter, we have the instructions of our client to institute a civil suit against your company in a court of competent jurisdiction. A stitch in time saves nine.

Yours faithfully,

Guru Guru Esq.
Solicitor