

Date: ---.---.2024

To
Mr/Mrs
Address of the project
Dhaka-1229

Subject : Request to pay your Reserved Fund Amount 40,000/-

Dear Sir,

We would like to inform you that, You have booked an Apartment No. ----- at (Project Name). We already informed you that We are want to handover of your desired apartment. In this stage we are requested to settlement of your reserved Fund amount of Tk. 50,000/-(Fifty Thousand) only as against your booked apartment.

The Company respects you as a valued client and we would appreciate if you could make immediate arrangement to settle the reserved fund within [Date and Time]. We hope to maintain the good relationship with you.

Thanking you with best regards.

Sincerely Yours,

Md. Jakir Husan
Managing Director
Doriya Limited.