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# MUIR LEGAL

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**ABN** 33 169 551 620

**T** (03) 8532 2500

**F** (03) 9510 0866

Level 1, Suite 16

545 St Kilda Road

Melbourne

VIC 3004

**Postal Address**

PO Box 6136

St Kilda Road Central

VIC 8008

Ref:

Dear Sir/Madam,

**Re:** (name of client)

We act on behalf of the above named who instructs that you are indebted to us in the sum of \$

Our client further instructs us that in spite of several reminders of this overdue account, you have neglected to pay the same.

You are therefore advised that unless payment of the amount owing is forwarded to this office within 5 days from the date hereof, proceedings may be instituted for the recovery of the same and this may incur you further legal costs.

Yours faithfully,

**MUIR**

Per: