|  |  |  |
| --- | --- | --- |
| ‘Water Supply Company’  Joint Stock Company |  | ‘Water Supply Company’  Joint Stock Company |

Example Street 1, Example City 012345, tel 12-34-56, fax 12-34-56

E-mail: addr@domain.ru http://examplewebsite.com

Date No. \_\_\_\_\_\_\_\_\_\_\_\_\_

|  |
| --- |
| [Client] |
| [Client\_address] |

CLAIM

In the period from [period] JSC ‘Water Supply Company’ in accordance with the contract No. [contracts] carried out [text1] to apartment buildings managed by [Client].

As a result of non-payment of [text2], [Client] owes to JSC ‘Water Supply Company’ a debt in the amount of [total\_amount\_of\_debt] USD (principal debt), including:

* [#if\_water\_supply]principal debt for cold water supply: [amount\_indebtedness1] USD;[/if\_water\_supply]
* [#if\_wastewater]principal debt for wastewater intake: [amount\_indebtedness2] USD [/if\_wastewater]

Due to the delay in fulfillment of the payment obligation [text3], [Client] shall pay JSC ‘Water Supply Company’ a penalty (fine) as of [date\_penalty] in the amount of [total\_sum\_penalty] USD, including:

* [#if\_water\_supply]penalties for overdue payment for cold water supply: [amount\_of\_penalties1] USD; [/if\_water\_supply]
* [#if\_wastewater]penalties for overdue payment for wastewater intake: [amount\_of\_penalties2] USD. [/if\_wastewater]

In view of the above, guided by clauses 309-310, 539-548 of the Civil Legislation Code, the Federal Law ‘On Water Supply and Water Disposal’ of 07.12.2011 No 416, the Decree of the Government of 14.02.2012 N 124 ‘On the rules mandatory for the conclusion of contracts for the supply of communal resources’, the Decree of the Government от 06.05.2011 N 354 ‘On Provision of Utility Services to Owners and Users of Premises in Apartment Buildings and Residential Buildings’, other normative legal acts regulating the relations of the parties in the sphere of water supply and water disposal, you must repay the debt (principal debt and penalties) in the amount of [all\_debt] USD to JSC ‘Water Supply Company’ within 10 (ten) calendar days, otherwise we will be forced to apply to court with a statement of claim to forcibly collect the debt from you, with legal costs being covered to your side.

Head of Sales Management [Full name]

The claim has been received:

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Date: DD MM YYYY

[Contact person] [phone\_contact]