Dear Sir / Madam

On behalf on [your company name / nazwa Twojej firmy]., we kindly ask you, as the Chief Executive Officer of [your company name / nazwa Twojej firmy]., to arrange for payment to be made for your overdue invoices within the next 14 days.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Statement/ invoice Id | Statement/invoice Print Date | Due Date | Amount | Overdue Amount |
| 19698 | 04-06-2012 | 11-06-2012 | 6.226,16 | 6.226,16 |
| 21097 | 08-08-2012 | 15-08-2012 | 11.807,29 | 11.807,29 |
|  |  |  | **Total:** | **18.033,45** |

Shall you fail to arrange for payments to be made within the next 14 days (upon the receipt of this note) under the provisions of the Public Commercial Law, Bankruptcy Law and other applicable regulations, we shall start to execute the following procedures:

1. File a petition for initiating the bankruptcy procedure of [your company name / nazwa Twojej firmy].
2. Notify the public prosecutor about possible misconduct and violation of the Public Commercial Law, the Bankruptcy Law, and other applicable regulations by members of the management board as they failed to initiate a bankruptcy procedure on time even though they possessed knowledge regarding financial distress of [your company name / nazwa Twojej firmy].
3. File a petition to deprive members of management board of [your company name / nazwa Twojej firmy]. of the right to carry out business and to perform the function of a representative or an attorney-in-fact of a company, or a member of a supervisory board or an audit board in a commercial law company or a co-operative.

Yours sincerely,

………………………….

[your company name / nazwa Twojej firmy].