

To,

**Defaulters Handling Committee**  
**Jodhpur Computer Dealers Association**  
**Jodhpur ( Rajasthan) INDIA**  
**jcdajodhpur@gmail.com**

**Date**

**Subject :** Complain against following party ( Reseller / End Customer) regarding non receipt of due Payments

Dear Sir,

Please be informed that following party is not giving our due payments against their order & our supply of below products, since more than last 3 months , despite of many reminders.

<b>Defaulter Party Name:</b>	
<b>contact Person:</b>	
<b>Address</b>	
<b>city</b>	
<b>Tel/Cell/Email</b>	
<b>TIN No.</b>	
<b>Amount Due</b>	
<b>Quotation No. &amp; date</b>	
<b>Order Number &amp; date</b>	
<b>Delivery challan no. &amp; date</b>	
<b>Invoice No. &amp; date</b>	
<b>Cheque/payment details</b>	
<b>Remarks</b>	

Thanking You

Sincerely Yours

Signature with Seal

**Name of JCDA member :**