The Officer-in-Charge,

[Name of Police Station]

[Police Station Address]

DATE: [Date]

COMPLAINT REGARDING NON-PAYMENT OF OUTSTANDING SUM OF RS. 147,500.00

We, [Company Name], of [Company Address], hereby submit this complaint regarding the failure of Mr. P. Kirushanthan, residing at No. 27, Dompe, holder of National Identity Card No. 922866333V, to settle the outstanding amount due to our company.

On 11 March 2022, the above-named person purchased 45 mobile devices, namely “Celphy Air +”, from our company under Invoice No. INV_MOH_01558, for a total purchase price of Rs. 187,500.00.

Although the said goods were supplied to him, he has paid only Rs. 40,000.00 towards the total purchase price. Accordingly, the outstanding balance due to our company is as follows:

Total Invoice Value: Rs. 187,500.00

Amount Paid: Rs. 40,000.00

Outstanding Balance: Rs. 147,500.00

Our company has repeatedly informed Mr. P. Kirushanthan of the outstanding balance and requested him to make payment. However, despite being informed and requested on several occasions, he has continued to default on the payments and has given various reasons for his failure to settle the outstanding amount. To date, the outstanding balance of Rs. 147,500.00 remains unpaid.

In view of the above, we respectfully request that this complaint/information be formally recorded by the Police, together with the relevant facts relating to the transaction and the outstanding payment.

We further state that our company intends to take appropriate legal proceedings before the competent Civil Court for the recovery of the outstanding sum of Rs. 147,500.00, together with any other relief, interest and/or costs that may be legally recoverable.

We are prepared to provide the Police and/or the relevant legal authorities with all documentary evidence relating to this transaction, including:

Invoice No. INV_MOH_01558 dated 11 March 2022;

Payment records confirming payment of Rs. 40,000.00;

We therefore respectfully request that the Police accept and record this complaint/information, make such inquiries as may be appropriate within their lawful authority, and provide us with an acknowledgment, complaint reference number, or copy of the recorded complaint for our records and for production before the Civil Court or any other competent authority, if required.

We confirm that the information contained herein is true and correct to the best of our knowledge and according to the records maintained by our company.

Yours faithfully,

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Name: [Name of Authorized Representative]

NIC No.: [NIC Number]

Designation: [Designation]

For and on behalf of: [Company Name]

Company Address: [Address]

Telephone: [Telephone Number]

Email: [Email Address]

Company Seal: _____