[DEVELOPER NAME / LETTERHEAD]
PAYMENT SCHEDULE / DEMAND LETTER

Letter no.: _____ Date: ___ / ___ / _____

To
Mr / Ms _____
Booking / allotment no.: _____
Plot no.: _____ Scheme: _____
Size: _____ sq yd

Subject: Demand for payment due on Plot no. _____

Dear Sir / Madam,

1. As per the booking / agreement terms, the following amount is due:

   Description of instalment / stage: _____
   Amount due: ₹ _____
   (Rupees _____ only)
   Due date: ___ / ___ / _____

2. Account summary as on this date
   Total consideration: ₹ _____
   Amount received (verified by accounts): ₹ _____
   Balance after this demand: ₹ _____

3. Please pay by UPI / Cheque / RTGS / DD favouring
   _____
   Bank: _____ Account: _____
   IFSC: _____
   and share the UTR / cheque number with accounts.

4. A payment counts towards the plot balance only after accounts
   verifies it. Unverified uploads do not reduce the balance due.

5. If this amount is already paid, please ignore this letter and
   share the proof with us for verification.

For [Developer name]

_____
Authorised signatory / Accounts
Name: _____

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