**Standard letter that may be sent to customer/client to expedite the overdues under the scheme**

Date**: \_\_\_\_\_\_\_\_\_\_\_**

To,

Client Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PAN: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

GST: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Sub: Intimation of MSME Udyam Registration**

 We confirm that the provisions of the Micro, Small and Medium Enterprises Development Act, 2006 are applicable to us and our Udyam Registration No. is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (copy of Udyam Registration Certificate enclosed).

Our entity falls under the following enterprises as per the provisions of the Micro, Small and Medium Enterprises Development Act, 2006:

|  |  |
| --- | --- |
| (a) | Micro Enterprise |
| (b) | Small Enterprise |

We further confirm that the credit period agreed under the Micro, Small and Medium Enterprises Development Act, 2006 between the above-mentioned entity and us is \_\_\_\_\_\_\_ days.

As on the present date, your dues as appearing our books is as per the ledger attached.

It is advised that our dues be cleared promptly to avoid disallowance u/s 43B(h) of the Income Tax Act, 1961 without prejudice to other consequences attached as per the MSMED Act, 2006, CGST Act, 2017 and other laws prevailing in India.

Thanking you,

 Yours faithfully,

For \_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Authorized Person Name]

Encl: Ledger as on date