

From: xxxxxx]
Sent: 23 January 2018 10:02
To: XXXXX
Subject: Contract Documents xxxx
Importance: High

Dear xxxxxx,
This is xxxxxx from our xxxxx

I've been trying to contact you by phone today, but there was no answer.
This is regarding the contract signed between your company and us for xxxxxxxx.
We would like to have a slight change in the contract payment accounts (IBAN AND BIC).
Our finance system crashed last week and we cannot find any copy of our contract or any due invoices.

Please forward a copy of the initial contract and the last invoice that was issued to you in order

to add an annex with the new account.

(In case no invoice was issued all the new invoices will be issued and paid into the new account we will add in the annex to the contract)

Please notice that the initial contract won't be changed, just a new annex will be added to it.
I would be very grateful to you if you could get this done on priority basis and issue us the copy of the documents.

If you have any questions, please do not hesitate to ask.

Kind Regards,

xxxxx

Name and Address of Hoax Company

Telephone: xxxxx

E-mail: xxxxx