South African Board for SHERIFFS
Upholding the Dignity of Those We Serve

THAMSANQA A TEMBE

Sheriff Inanda 1 | Higher and Lower Courts

Postal Address: P.O. Box 2551, Verulam, 4340, **Physical Address:** Unit 3, 1 Court Lane, Verulam, KwaZulu-Natal, 4340
Tel: 032 533 1037, **Fax:** 032 533 7325, **Email:** reception@sheriffinanda1.co.za

TO: DIRECTOR/S

Date: 3 December 2021

Dear Sir/Madam

Re: APPRECIATION LETTER AND NOTICE

As the end of the year approaches, we wish to express our appreciation for your support and the timely manner in which you pay your account each month.

Please note that all accounts are to be settled within 30 days for the attorneys that have a credit agreement and in the event that the account is outstanding for more that 60 days and there is no credit agreement, a deposit is payable upfront.

1. **YEAR END FUNCTION**
   1.1 The office of the Sheriff Inanda Area 1 will close at 12h00 on Wednesday the 15th December 2021 for the year end function and will resume as usual on Friday the 17th December 2021.
2. **HOLIDAYS CLOSING**
   2.1 The office of the Sheriff Inanda Area 1 will be closed from the 21st of December 2021 and re-open on Thursday, the 6th of January 2022.

3) URGENT SERVICE: DEPOSITS TO BE PAID

Please note that as from 6 December 2021, we require fees to be paid for all Urgent documents upfront in accordance with a Proforma Invoice/email from our offices.

4) URGENT SAME DAY DOCUMENTS TO BE SERVED (DURING THE FESTIVE SEASON)

2.2 For urgent service, kindly contact:
   (i) Mr R Narayan on 083 659 5885;
   (ii) Mr S Singh on 083 786 3239,
   (iii) Mr S Ngubane on 073 965 1641.

We wish you and your staff members a wonderful holiday season and a happy new year.

Yours Sincerely

SHERIFF INANDA – AREA 1
Mr T.A. Tembe