**To**  **CEO of “СТО Events”, Ltd**

**Sergey A. Chernishevsky**

**from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

«Name Surname» asks you to return transferred sum by invoice № STI-\_\_\_\_\_\_\_\_\_\_\_\_ dated \_\_\_\_\_\_\_\_\_\_ to the volume of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (in digits and words), according to cheque/ payment order № \_\_\_\_\_\_\_\_\_\_\_\_ dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_(enclosure of payment order or cheque).

Pay back reason\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (point out).

Bank details:

Date

«Name Surname» \_\_\_\_\_\_\_\_\_Signature\_\_\_\_\_\_\_\_\_\_