

**Sender**

[Name]  
[Address]  
[ZIP code and address]  
[Phone number]  
[E-mail address]

**To**

Van Diepen Van der Kroef  
Attn. mr. W.J. Berghuis  
Dijsselhofplantsoen 16  
1077 BL Amsterdam  
[faillissement.amsterdam@vandiepen.com](mailto:faillissement.amsterdam@vandiepen.com)

[Place of residence, date]

**Subject: claim after bankruptcy Metem International B.V.**

Dear Mr Berghuis,

I contact you because of the bankruptcy of Metem International B.V. On [date] I ordered a product [name product] at [name trader]. I paid a total amount of [€ ] for this. I kindly ask you to inform me if this contract will still be performed. If this is not the case, I herewith cancel the contract and kindly ask you to look into this claim and to refund me for the purchase price in amount of [€ ]. Please find a copy with a proof of payment to [trader] attached.

I am looking forward to your response within 14 days.

Sincerely,

[name and signature]