Date: Date

Title and Full Name

No

Your reference:

Our reference: [???] Last-Name

File reference PRE-ACTION PROTOCOL, Letter

Dear Title and Last-Name,

Thank you for your response to the Pre Action Protocol letter.

You have agreed to pay £?? a week toward your current rent and the arrears. This sum is due every Friday without fail, or if paid fortnightly the first instalment is due next Friday. Failure to pay on time, even one day late, will result in an immediate claim in the County Court for the entire debt. No excuses will be tolerated, so take care not to be sanctioned.

It is your duty to seek out Mac in advance if you intend to be out when he normally calls for the rent on a Friday. Payment on Saturday is too late to avoid legal action.

If you have any doubts as to your obligation then please seek advice from one of the organisations mentioned on the original response form.

To assist in your budgeting a statement is enclosed with this letter.

Yours sincerely

Certificate of Posting

H

The item addressed as follows

Title and Full Name

No

has been accepted here today for delivery by first class post

