

Your Address  
Your Address  
Your Address  
Your Address  
Your Address  
Your Address  
Your email address

Debtor's Address ??????  
Debtor's Address ??????  
Debtor's Address ??????  
Debtor's Address ??????  
Debtor's Address ??????  
Debtor's Address ??????

Served by email to debtor@domain.com????????

Date: ??????  
Ref: ???????

**RE: NOTICE OF ACTION**

Dear ???????

Your payment of £???????? is now well overdue, and you have left me/us with no other option than to take further action. This will likely be the instruction of a debt recovery company that will make attendance to all connected addresses that they find.

Further, costs & interest will be applied at 8% above the Bank of England Base Rate.

If you have run into cashflow problems then I suggest that you contact me immediately, as there might be something that I/we can work out.

The bank details for payment are below:

Account Name: ??????  
Sort Code: ??????  
Account Number: ??????  
Ref: ??????

If I/we do not receive payment within a week, I/we may have to consider further debt recovery action, which will likely incur costs and interest at 8% above Bank of England base rate.

If I/we do not hear from you within 7-days of this notice, no further notice will be given, and the above-mentioned action will take place.

Yours faithfully  
**Your name ????????**  
Your company name???????????