

Our Ref: { MERGEFIELD MATTER\_FEE\_EARNER\_ID }/{ MERGEFIELD  
client\_no }/{ MERGEFIELD matter\_no }

Your Ref:

{ SET LETTER { DATE \@ "d MMMM yyyy" } } {ref LETTER \@ "d MMMM yyyy" \ \\*  
MERGEFORMAT }

{ IF { MERGEFIELD LINKNAME\_TITLE\_1 } = "" "{ MERGEFIELD LINKNAME\_SURNAME\_1 }"  
"{ MERGEFIELD LINKNAME\_TITLE\_1 } { MERGEFIELD LINKNAME\_INITIALS\_1 } {  
MERGEFIELD LINKNAME\_SURNAME\_1 }"  
{ MERGEFIELD CALCULATION\_ADDRESS }

Dear { IF { MERGEFIELD LINKNAME\_TITLE\_1 } = "" "Sirs" "{ MERGEFIELD  
LINKNAME\_TITLE\_1 } { MERGEFIELD LINKNAME\_SURNAME\_1 }" }

**Re: { MERGEFIELD MATTER MATTER DESCRIPTION }**

We confirm that a Letter Before Action has now been sent to { IF { MERGEFIELD  
FW\_DEBTOR\_DETS\_FW\_DEBT\_CO\_NM } = "" "{ MERGEFIELD  
FW\_DEBTOR\_DETS\_FW\_DEBT\_FORE } { MERGEFIELD  
FW\_DEBTOR\_DETS\_FW\_DEBT\_SURN }" "{ MERGEFIELD  
FW\_DEBTOR\_DETS\_FW\_DEBT\_CO\_NM }" }. We shall contact you on expiry of the deadline  
with a view to issuing a claim.

For your own records, we confirm the amount claimed below:

Debt amount: { MERGEFIELD FW\_DEBT\_DETS\_FW\_ORIG\_DEBT \# "£,##.00;(£,##.00)" }  
\*Fixed Debt Recovery Costs: { MERGEFIELD FW\_DEBT\_DETS\_FW\_FIXED\_CSTS \#  
"£,##.00;(£,##.00)" }  
Statutory Interest: { MERGEFIELD FW\_DEBT\_DETS\_FW\_STAT\_INT \# "£,##.00;(£,##.00)" }  
{ IF { MERGEFIELD FW\_DEBT\_DETS\_FW\_ADMIN\_FEE } <> 0.00 "Admin Fee: {  
MERGEFIELD FW\_DEBT\_DETS\_FW\_ADMIN\_FEE \# "£,##.00;(£,##.00)" }" "" }  
Total: { MERGEFIELD fssm\_FW\_OS\_BAL\_DUE \# "£,##.00;(£,##.00)" }

If the debtor calls you should be seeking to recover the Total amount (which the legislation  
entitles you to do) but you are, of course, at liberty to agree to any proposals that the debtor  
makes.

\* Please note that fixed debt recovery costs are not available in respect of individual debtors; for  
Sole Traders and Limited Companies the Court may decline to make an award in the sum  
sought on the basis that it is not reasonable to do so or because the sums claimed are

disproportionate to the debt owed. An example would be where the total debt consists of numerous small value invoices and the fixed debt recovery costs have been sought on each invoice, regardless of the invoice amount.

If you have any queries about any aspect of the amount claimed please do not hesitate to contact us.

Yours { IF { MERGEFIELD LINKNAME\_TITLE\_1 }= "" "faithfully" "sincerely" }

**{ MERGEFIELD CALCULATION\_FEE\_EARNER\_DESCRIPTION }**  
**{ MERGEFIELD PRACTICEINFO\_PRACTICE\_NAME\\*UPPER }**