

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 write to advise that the latest instalment due from the Debtor is overdue.

We have written to the Debtor warning that if payment of the sum due is not made within 7 days, further action will be taken. As the arrangement for instalments was made { IF { MERGEFIELD FW\_DBTR\_RESP\_FW\_INS\_OFFERED } = "Yes, Pre-Action" "further to an offer from the Debtor, the action open to you now would be to issue proceedings against the Debtor, to recover the sum outstanding." "after the issue of proceedings, the action open to you would be to proceed to judgment." }

Please confirm how you would wish us to proceed, should the debtor fail to respond in the time limit provided.

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

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