PRACCTICE
SOLICITORS

www.demoospreyapproach.com
enquiries@pracctice.com
Suite 1, Falstaff House
Malvern
WR14 1JJ
T: 0330 060 4940

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 FW_DEBTOR_DETS_FW_DEBT_CO_NM **}**= "" "**{** MERGEFIELD FW_DEBTOR_DETS_FW_DEBT_TITLE **}** **{** MERGEFIELD FW_DEBTOR_DETS_FW_DEBT_INT **}** **{** MERGEFIELD FW_DEBTOR_DETS_FW_DEBT_SURN **}**" "**{** MERGEFIELD FW_DEBTOR_DETS_FW_DEBT_CO_NM **}**" **}**
{ MERGEFIELD FW_DEBTOR_DETS_FW_DEBT_TR_ADD **}**

Dear **{** IF **{** MERGEFIELD FW_DEBTOR_DETS_FW_DEBT_CO_NM **}**= "" "**{** MERGEFIELD FW_DEBTOR_DETS_FW_DEBT_TITLE **}** **{** MERGEFIELD FW_DEBTOR_DETS_FW_DEBT_SURN **}**" "Sirs" **}**

Re: { MERGEFIELD MATTER_MATTER_DESCRIPTION }

We acknowledge receipt of your payment in the sum of £**{** MERGEFIELD FW_DEBT_DETS_FW_SUM_PAID **}**. **{** IF **{** MERGEFIELD FW_DBTR_RESP_FW_PART_PAY **}** = "Yes - Sums still outstanding" "

As you will be aware, there remains outstanding a balance of **{** MERGEFIELD fssm_FW_OS_BAL_DUE \# "£,##.00;(£,##.00)"**}** which our client has instructed us to require from you." "**{** IF **{** MERGEFIELD FW_DEBTOR_DETS_FW_DEBT_TYPE **}** <> "Individual" "

However, as this debt was overdue for payment, pursuant to the Late Payment of Commercial Debts (Interest) Act 1998, you are obliged to pay our client fixed debt recovery costs in the sum of **{** MERGEFIELD FW_DEBT_DETS_FW_COMP_LPCD \# "£,##.00;(£,##.00)"**}**, **{** IF **{** MERGEFIELD FW_DEBT_DETS_FW_ADMIN_FEE **}** <> 0.00 "administration fee in the sum of **{** MERGEFIELD FW_DEBT_DETS_FW_ADMIN_FEE \# "£,##.00;(£,##.00)"**}**," "" **}** and statutory interest in the sum of **{** MERGEFIELD FW_DEBT_DETS_FW_STAT_INT \# "£,##.00;(£,##.00)"**}**, making a total due of **{ MERGEFIELD fssm_FW_OS_BAL_DUE \# "£,##.00;(£,##.00)"}**." "" **}**" **}**

The action will be discontinued upon payment of the above sum to be received at our offices within the next 7 days, payable to **{** MERGEFIELD "PRACTICEINFO_PRACTICE_NAME" **}**.

Should we fail to hear from you as requested, we shall take further steps to recover this sum.

We look forward to hearing from you by return.

Yours **{** IF **{** MERGEFIELD FW_DEBTOR_DETS_FW_DEBT_CO_NM **}**= "" "sincerely" "faithfully" **}**

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }