PRACCTICE
SOLICITORS

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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 cheque received from the Debtor has been dishonoured.

We have witten to the Debtor warning that if payment in full of the sum due is not made within 7 days, further action will be taken.

Should the Debtor fail to make such payment, **{** IF **{** MERGEFIELD FW_CLI_INSTR_FW_ISSUE **}** = "Yes" "the action open to you would be to proceed to judgment/enforcement." "the action open to you now would be to issue proceedings against the Debtor, to recover the sum outstanding." **}**

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 }