



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 }

Our records show that your instalment payment is overdue.

We write further to your letter dated { ASK datelet "Enter the date of the debtor's last letter" } {ref datelet}, upon which we have taken our client's instructions.

Our client is not prepared to accept payment by way of instalments, and we are instructed to require payment of the total sum due, { MERGEFIELD fssm_FW_OS_BAL_DUE \# "£,##.00;(£,##.00)" }, within 7 days. Should payment not be received within this time we will take further action to pursue our client's claim.

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 }**