

[Print on Co bert Address]

```
<<INDIVIDUAL>>  
<<COMPANY NAME IN FULL>>  
<<ADDRESS>>  
<<ADDRESS>>  
<<ADDRESS>>  
  
<<DATE>>
```

Re

Dear <<Insert Name>>,

Thank you for your letter of <<Date>> [REDACTED] settle the outstanding debt.

We confirm our acceptance of your [redacted] amount>> in full and final settlement of
your outstanding debts.] [to pay the [redacted] <<Amount>> in instalments as
follows: <<Set out details of instalments>>] We reserve our right to claim the full
outstanding sum immediately if any [redacted] time.]

[We are therefore discontinuing the [REDACTED] <<County court>> County Court and shall copy this letter to the court.]

Yours sincerely,

<<Name>>
<<Title>>

[c.c. Clerk of the Court <<Name of Clerk>>]