

[Print on

insert Address]

<<Contact Name>>
<<Trading/Company Name>>
<<Address>>
<<Address>>
<<Post Code>>

<<Date>>

Dear <<Name of Contact>>,

Re. <<Invoice Number>> <<Invoice Claim details etc.>>

As we have not received a reply to
unless a satisfactory proposal for s
(5) working days of the date of this
county court [High Court] without f

we are writing to inform you that,
ding claim is sent to us within five
summons against you in the

[we shall issue a Statutory Demar
Statutory Demand within 21 days v

ou. Failure to comply with the
f a Winding-up Petition.]

Yours sincerely,

<<Name>>
<<Title>>