

[Print on Company Letterhead Address]

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

<<DATE>>

Dear <<Insert Name>>,

The Judgment in respect of the above proceedings is for any recovery of the sum of £<<Amount>>, representing £<<Amount>> and £<<Amount>> for costs.

Under the terms of the judgment this sum is to be paid immediately [by monthly instalments of £<<xxx.xx>> commencing on <<date>>].

Unless I receive your Bankers Draft for the sum of £<<Amount>> within <<number>> working days [by the due date(s)] we will commence court proceedings against you. This may result in the seizure and sale of your assets in order to satisfy both the judgment and any additional costs.

Yours sincerely,

<<Name>>
<<Title>>

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