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

<<Date>>

Dear <<Name of Contact>>,

The goods referred to in the above i... << Buyer's name >> which is now in receivership. The goods were sol... gal title remains with us until such time as they are paid for in full. The ... << e.g. our standard terms and conditions at clause XX, the contrac... , a copy of which is attached hereto.

If they are not paid for in full or retur... days we reserve the right to enter their premises in order to recover ou...

[The goods were sold on the further ... ds of any sub-sale of which they were the subject were to be held by ... ur behalf and separately from any other monies [and the clause has be... charge at Companies House]. The relevant clause can be found at << e... ndard terms and conditions , the contract of sale >>. If the goods hav... hat the sum owed to us is remitted within << >> days.]

[The contract under which the goods ... for the acquisition by us of title in any goods manufactured using the g... title at clause << insert clause number >> of << e.g. our standard t... contract of sale >> [and the clause has been duly registered as a charg... If the goods have been manufactured into another resulting ... in a manufacturing process, we request that either (i) the resulting g... f them as we possess title in are delivered up to us or; (ii) payment is ... the sum owed upon receipt of which we shall relinquish title in the ... f we have acquired only a proportion of the title in the resulting ... on of title when liquidated is less than the amount owed to us, we req... e proportion allotted to us was calculated.]

The goods in which we retain title ar...

<< insert details of goods >>;

<< insert details of goods >>;

<< insert details of goods >>;

<< insert details of goods >>

For the avoidance of doubt the amo[...]voice is £<<   >>.

Yours Sincerely,

<<Name>>
<<Title>>
For and on behalf of <<Company Na[...]

Attached: << e.g. standard terms an[...]sale >>