

Rodwell House

STATEMENT NAME
STATEMENT ADDRESS LINE1
STATEMENT ADDRESS LINE2
STATEMENT ADDRESS LINE3
STATEMENT ADDRESS LINE4
STATEMENT POSTCODE

Date: 14th November 2013

Dear STATEMENT ATTENTION OF,

RE: SEVEN DAY NOTICE OF LEGAL ACTION

Please be advised that the arrears as set out in the attached copy statement remain outstanding.

You are therefore in breach of your agreement and the obligation on your part, as our resident, to settle your account.

Please ensure that the total sum outstanding is paid to us within seven days of today's date, either by cheque or directly into the following bank account:

A/C Name:
Sort Code:
A/C No.:
Reference:

If the total sum outstanding is not paid in full within seven days of today's date, we will pass your account over to our solicitor for legal action.

If you have any queries or concerns, please contact

We look forward to hearing from you shortly.

Yours sincerely,



Ernie Graham
Owner

CORNFORD HOUSE

Cornford Lane, Pembury, Tunbridge Wells, Kent, TN2 4QS
Phone: 01892 820100 E-mail: accounts@cornfordhouse.co.uk

STATEMENT OF ACCOUNT

Resident: CCODE

Statement Date: DATE

Page: <<PAGE>>

Date	Type	Reference	Description	Original Amt	Unpaid Amt
<<D 1>>	<T1>	<<R 1>>	<<DESC 1>>	<<OA 1>>	UA1
<<D 2>>	<T2>	<<R 2>>	<<DESC 2>>	<<OA 2>>	<<UA 2>>
<<D 3>>	<T3>	<<R 3>>	<<DESC 3>>	<<OA 3>>	<<UA 3>>
<<D 4>>	<T4>	<<R 4>>	<<DESC 4>>	<<OA 4>>	<<UA 4>>
<<D 5>>	<T5>	<<R 5>>	<<DESC 5>>	<<OA 5>>	<<UA 5>>
<<D 6>>	<T6>	<<R 6>>	<<DESC 6>>	<<OA 6>>	<<UA 6>>
<<D 7>>	<T7>	<<R 7>>	<<DESC 7>>	<<OA 7>>	<<UA 7>>
<<D 8>>	<T8>	<<R 8>>	<<DESC 8>>	<<OA 8>>	<<UA 8>>
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<<D 13>>	<T13>	<<R 13>>	<<DESC 13>>	<<OA 13>>	<<UA 13>>
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<<D 33>>	<T33>	<<R 33>>	<<DESC 33>>	<<OA 33>>	<<UA 33>>
Total Amount:					£TOT AMT