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{{Name}} {{Surname}}

{{Customer\_Address}}

{{Country}}, Post Code: {{Postal\_Code}}

{{Letter\_Date}}

\*\*\*\*\*EMAIL COPY\*\*\*\*\*

Dear {{Name}} {{Surname}},

Notice of cancellation of Virtual Office Address {{Virtual\_Office\_Address}} used by {{Compant\_Name}} Company number {{Company\_Number}}

Contract Start Date: {{Contract\_Start\_Date}}

Contract End Date: {{Contract\_End\_Date}}

Your recurring subscription payments for use of our address have been failing. Despite chasing you several times in the past payments still remain outstanding on your account. You also continue to use our address as the registered address for your company. We do not permit free use of our address. Please contact us within 2 working days of receiving this letter to clear all outstanding amounts on your account. If your account with us is not settled in full by the deadline given we will have no option but to lodge a complaint with Companies House for unauthorised use of address. This will have an impact on your company’s standing on the Companies House register and may lead to further consequences to your company’s trading operations.

Yours sincerely

James Felton

James Felton

Operations Team