

# Example Documentation

Dear Mr. Joe Bloggs,

You have been found to be in arrears.

The amount owed is £999.99. If you do not respond within 30 days we will take the amount owed from your Bank Account number 12349876.

Our records show that your national insurance number is AB124321E – please confirm this in writing.

Sincerely,

Jane Doe

Sent to: jbloggs@gmail.com