

John Goddard  
Wandsworth Nick  
London SW18

10 May 2016

Dear Mate

**Re: Invoice 666 dated 10 May 2016**

We provided services to you to the above value as per our above invoice in the amount of £1,000.00. These services were provided to you on 10 May 2016.

We are disappointed to note that the invoice, which ought to have been paid by 10 May 2016, remains outstanding. Payment is now 0 days overdue.

Please note that if we do not receive payment of the above sum within 14 days of the date of this letter, we shall, without further reference to you, either commence court proceedings against you for recovery of the said sum (together with any interest payable on such sum) and all our costs and expenses necessarily incurred, or pursue bankruptcy proceedings in relation to you.

Payment may be made Cash. You may contact us to discuss possible repayment options on the telephone number indicated above.

Free independent advice and assistance can be obtained from organisations including those listed below:

Organisation	Contact details	Website
National Debtline	0808 808 4000	<a href="http://www.nationaldebtline.co.uk">www.nationaldebtline.co.uk</a>
StepChange Debt Charity	0800 138 1111	<a href="http://www.stepchange.org">www.stepchange.org</a>
Citizens' Advice	08444 111 444	<a href="http://www.citizensadvice.org.uk">www.citizensadvice.org.uk</a>
Civil Legal Advice	0845 345 4345	<a href="http://www.gov.uk/civil-legal-advice">www.gov.uk/civil-legal-advice</a>

This letter is written in accordance with the requirements of the Practice Direction on Pre-Action Conduct supplementing the Civil Procedure Rules 1998, which can be found at [http://www.justice.gov.uk/courts/procedure-rules/civil/contents/practice\\_directions/pd\\_pre-action\\_conduct](http://www.justice.gov.uk/courts/procedure-rules/civil/contents/practice_directions/pd_pre-action_conduct). Your attention is drawn to paragraph 4 of the Practice Direction concerning the court's powers, in the event that court proceedings are commenced, to impose sanctions for failure to comply with the Practice Direction.

In the event that court proceedings are commenced, your liability for costs and interest may be increased if you have ignored this letter.

If we commence court proceedings, we shall rely on the following documents to establish our claim: Invoice and eng letter.

Yours sincerely

**J Huxtable**

