

Mr Colin Matthews  
11 Ransome Close  
Titchfield  
Fareham  
Hampshire  
PO14 4JD

18 July 2016

Dear Colin

**Re: Invoice 4340 dated 1 February 2016**

We provided services to you to the above value as per our above invoice in the amount of £840.00. These services were provided to you on 1 February 2016.

We are disappointed to note that the invoice, which ought to have been paid by 29 February 2016, remains outstanding. Payment is now 140 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 by cheque made payable to Philip Deane Accountancy Limited, at the address at the top of this letter. Alternatively, payment can be made by electronic transfer to ourselves at Santander PLC, using account number 42149344 and sort code 09-06-66.. You may contact us to discuss possible repayment options on the telephone number indicated above.

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: Copy of invoice number 4340 and records of reminders and telephone logs..

Yours sincerely

**Philip Deane**