



Mr A Smith
126 Great North Road
Hatfield
Hertfordshire
AL9 5JN

Date of Letter
Ref: Your Reference Number

PRE ESCALATION NOTICE

Dear Mr Smith,

£1000.00 outstanding to YOUR NAME HERE

The above amount remains outstanding to YOUR NAME HERE. Despite numerous requests payment has not been received nor have they been advised of any reason for non-payment. They are considering passing the account for debt recovery action and have requested that ACS give you a final opportunity to resolve this balance.

To avoid this action you must contact YOUR NAME HERE on YOUR TELEPHONE NUMBER by X DATE to make payment, or if payment has already been made, to provide details to enable them to locate the payment and apply it to your account.

If you fail to contact them to resolve this matter the account may be passed to ACS for further action which will result in additional fees and charges being added to the balance.

Yours sincerely

Alan Peters
Collection Department