

<Your Address>  
<Your Post Code>

< Name of Chief Executive Officer >  
<Their Address>  
<Their Post Code>

CC: <Contact Name> Collections Department

<Today's Date>

**Re: Account/Credit Card Number: <123456789>**

Dear Mr/Ms <Second Name of Chief Executive Officer>

I would be happy to settle any financial obligation I might lawfully owe, as soon as I have received the following documentation from you:

1. Validation of the debt (the actual accounting);
2. Verification of your claim against me (a sworn affidavit or a hand signed invoice in accordance with The Bills of Exchange Act 1882);
3. A copy of the contract signed by both parties and therefore binding both parties.

I hereby give you ten (10) days to reply to this notice from the above date with a notice sent using recorded post and signed under full commercial liability and penalties of perjury, assuring and promising me that all of the replies and details given to the above requests are true and without deception, fraud or mischief. Your said failure to provide the aforementioned documentation within ten (10) days, from the above date, to validate the debt, will constitute your agreement to the following terms:

1. That the debt did not exist in the first place;  
**OR**
2. It has already been paid in full;  
**AND**
3. That any damages I suffer, you will be held culpable;
4. That any negative remarks made to a credit reference agency will be removed;
5. You will no longer pursue this matter any further.

Please Note: I wish to deal with this matter in writing and I do not give your organisation permission to contact me by telephone. Should it do so, I must warn you that the calls could constitute 'harassment' and I may take action under Section 1 of The Protection from Harassment Act 1997.

Yours sincerely

*<Your Signature>*

By: <First-Name/s: Familyname (John-Arthur: Smith)>; Authorised Representative

No assured value, No liability.

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