

<Your Address>  
<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 wrote to you on < Date of last letter > requesting the following documentation, so that I may settle any financial obligation I might lawfully owe:

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.

As you have failed to provide the aforementioned documentation to validate your claim, 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.

Yours sincerely

*<Your Signature>*

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

No assured value, No liability.

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