

## **BAILIFF LETTER**

To: \_\_\_\_\_

Address: \_\_\_\_\_

Dear Sir/Madam,

We are instructed by our client (the "Creditor") to recover the sum owed by you (the "Debtor") as detailed below. This letter serves as formal notification that, unless the outstanding debt is settled in full or suitable arrangements are made immediately, legal proceedings may be initiated without further notice.

### **Outstanding Debt Details:**

Creditor Name: \_\_\_\_\_

Debtor Name: \_\_\_\_\_

Invoice / Reference Number: \_\_\_\_\_

Amount Due (GBP): \_\_\_\_\_

Payment Due Date: \_\_\_\_\_

### **Instructions:**

Please make payment immediately to avoid court action. Payment should be made by bank transfer to the Creditor's nominated account or by cheque payable to the Creditor. If you have already settled this debt, please provide proof of payment at your earliest convenience.

### **Consequences of Non-Payment:**

Should you fail to comply with this demand, the Creditor reserves the right to commence legal proceedings to recover the debt without further notice, which may result in court costs, interest, and enforcement action including but not limited to bailiff visits, attachment of earnings, or charging orders.

### **Right to Dispute:**

If you dispute the debt or require further information, please contact the Creditor or their appointed agents immediately to discuss the matter. Failure to do so does not prevent legal action being taken.

### **Contact Details:**

Creditor / Agent: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Yours faithfully,

**Creditor/Agent Signature**

**Debtor Signature**

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

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