



Your customer reference number  
CS173215

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SAMPLE CO LTD

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DEMO LTD  
FAO: *Mr D Liver*  
Demo House  
Test Lane  
Testville  
TT12 1ST

VAT REGISTRATION: 987 65443 210

Date: 10th April 2003

Dear Mr D Liver

**final notice**  
**amount now due: £33.25**

According to our records your account has payments outstanding and beyond the terms and conditions that we agreed with you. If you have paid in the last few days, thanks you, and please ignore this letter. If not, you should pay the amount due immediately.

Whilst we do value your custom, you can appreciate how important it is to our business that payments are made in a timely manner. You should also be aware of recent UK legislation on the subject. Please therefore make arrangements to pay the amounts due immediately to avoid further action.

If you do have any queries please contact us immediately.

Yours sincerely,

Mr Sample  
Customer Services Manager