

WOODCHURCH HOUSE

Brook Street, Woodchurch, Ashford, Kent, TN26 3SN

Phone: 01233 861600 E-mail: accounts@woodchurchhouse.co.uk

STATEMENT NAME
STATEMENT ADDRESS LINE1
STATEMENT ADDRESS LINE2
STATEMENT ADDRESS LINE3
STATEMENT ADDRESS LINE4
STATEMENT POSTCODE

Date: 14th November 2013

Dear STATEMENT ATTENTION OF,

RE: SEVEN DAY NOTICE OF LEGAL ACTION

Please be advised that the arrears as set out in the attached copy statement remain outstanding.

You are therefore in breach of your agreement and the obligation on your part, as our resident, to settle your account.

Please ensure that the total sum outstanding is paid to us within seven days of today's date, either by cheque or directly into the following bank account:


A/C Name: Woodchurch House Limited
Sort Code: 050470
A/C No.: 61438813
Reference: Resident's Name

If the total sum outstanding is not paid in full within seven days of today's date, we will pass your account over to our solicitor for legal action.

If you have any queries or concerns, please contact Joanne Plesa, the Home's Finance Administrator, on 01233 861600 option 4.

We look forward to hearing from you shortly.

Yours sincerely,



Ernie Graham
Owner

WOODCHURCH HOUSE

Brook Street, Woodchurch, Ashford, Kent, TN26 3SN

Phone: 01233 861600 E-mail: accounts@woodchurchhouse.co.uk

STATEMENT OF ACCOUNT

Resident: CCODE

Statement Date: DATE

Page: <<PAGE>>

Date	Type	Reference	Description	Original Amt	Unpaid Amt
<<D 1>>	<T1>	<<R 1>>	<<DESC 1>>	<<OA 1>>	UA1
<<D 2>>	<T2>	<<R 2>>	<<DESC 2>>	<<OA 2>>	<<UA 2>>
<<D 3>>	<T3>	<<R 3>>	<<DESC 3>>	<<OA 3>>	<<UA 3>>
<<D 4>>	<T4>	<<R 4>>	<<DESC 4>>	<<OA 4>>	<<UA 4>>
<<D 5>>	<T5>	<<R 5>>	<<DESC 5>>	<<OA 5>>	<<UA 5>>
<<D 6>>	<T6>	<<R 6>>	<<DESC 6>>	<<OA 6>>	<<UA 6>>
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<<D 8>>	<T8>	<<R 8>>	<<DESC 8>>	<<OA 8>>	<<UA 8>>
<<D 9>>	<T9>	<<R 9>>	<<DESC 9>>	<<OA 9>>	<<UA 9>>
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<<D 33>>	<T33>	<<R 33>>	<<DESC 33>>	<<OA 33>>	<<UA 33>>
Total Amount:					£TOT AMT