

# KETTLEWELL HOUSE

*Kettlewell Hill, Chobham Road, Woking, Surrey, GU21 4HX*  
Phone: 01483 221900 E-mail: [accounts@kettlewellhouse.co.uk](mailto:accounts@kettlewellhouse.co.uk)

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

Date: 14<sup>th</sup> 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: Kettlewell House Limited  
Sort Code: 050470  
A/C No.: 61360866  
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 John Plesa, the Home's Finance Administrator, on 01483 221900 option 4.

We look forward to hearing from you shortly.

Yours sincerely,



Ernie Graham  
Owner

# KETTLEWELL HOUSE

Kettlewell Hill, Chobham Road, Woking, Surrey, GU21 4HX  
 Phone: 01483 221900 E-mail: [accounts@kettlewellhouse.co.uk](mailto:accounts@kettlewellhouse.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>>
<<D 7>>	<T7>	<<R 7>>	<<DESC 7>>	<<OA 7>>	<<UA 7>>
<<D 8>>	<T8>	<<R 8>>	<<DESC 8>>	<<OA 8>>	<<UA 8>>
<<D 9>>	<T9>	<<R 9>>	<<DESC 9>>	<<OA 9>>	<<UA 9>>
<<D 10>>	<T10>	<<R 10>>	<<DESC 10>>	<<OA 10>>	<<UA 10>>
<<D 11>>	<T11>	<<R 11>>	<<DESC 11>>	<<OA 11>>	<<UA 11>>
<<D 12>>	<T12>	<<R 12>>	<<DESC 12>>	<<OA 12>>	<<UA 12>>
<<D 13>>	<T13>	<<R 13>>	<<DESC 13>>	<<OA 13>>	<<UA 13>>
<<D 14>>	<T14>	<<R 14>>	<<DESC 14>>	<<OA 14>>	<<UA 14>>
<<D 15>>	<T15>	<<R 15>>	<<DESC 15>>	<<OA 15>>	<<UA 15>>
<<D 16>>	<T16>	<<R 16>>	<<DESC 16>>	<<OA 16>>	<<UA 16>>
<<D 17>>	<T17>	<<R 17>>	<<DESC 17>>	<<OA 17>>	<<UA 17>>
<<D 18>>	<T18>	<<R 18>>	<<DESC 18>>	<<OA 18>>	<<UA 18>>
<<D 19>>	<T19>	<<R 19>>	<<DESC 19>>	<<OA 19>>	<<UA 19>>
<<D 20>>	<T20>	<<R 20>>	<<DESC 20>>	<<OA 20>>	<<UA 20>>
<<D 21>>	<T21>	<<R 21>>	<<DESC 21>>	<<OA 21>>	<<UA 21>>
<<D 22>>	<T22>	<<R 22>>	<<DESC 22>>	<<OA 22>>	<<UA 22>>
<<D 23>>	<T23>	<<R 23>>	<<DESC 23>>	<<OA 23>>	<<UA 23>>
<<D 24>>	<T24>	<<R 24>>	<<DESC 24>>	<<OA 24>>	<<UA 24>>
<<D 25>>	<T25>	<<R 25>>	<<DESC 25>>	<<OA 25>>	<<UA 25>>
<<D 26>>	<T26>	<<R 26>>	<<DESC 26>>	<<OA 26>>	<<UA 26>>
<<D 27>>	<T27>	<<R 27>>	<<DESC 27>>	<<OA 27>>	<<UA 27>>
<<D 28>>	<T28>	<<R 28>>	<<DESC 28>>	<<OA 28>>	<<UA 28>>
<<D 29>>	<T29>	<<R 29>>	<<DESC 29>>	<<OA 29>>	<<UA 29>>
<<D 30>>	<T30>	<<R 30>>	<<DESC 30>>	<<OA 30>>	<<UA 30>>
<<D 31>>	<T31>	<<R 31>>	<<DESC 31>>	<<OA 31>>	<<UA 31>>
<<D 32>>	<T32>	<<R 32>>	<<DESC 32>>	<<OA 32>>	<<UA 32>>
<<D 33>>	<T33>	<<R 33>>	<<DESC 33>>	<<OA 33>>	<<UA 33>>
<b>Total Amount:</b>					<b>£TOT AMT</b>