

# 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: 21<sup>st</sup> November 2013

Dear STATEMENT ATTENTION OF,

**RE: NOTIFICATION OF LEGAL ACTION**

We refer to our earlier letter dated 14<sup>th</sup> November 2013 (copy attached for ease of reference) to which we do not appear to have had a reply.

As seven days have now passed since that letter and still no payment has been received, we regret that we will instruct our solicitors to take further steps to recover the outstanding arrears unless you pay these arrears in full within seven working days from the date of this letter.

We shall also (without giving you any further notice or warning) be instructing our solicitors to serve you notice to leave the home.

Please contact Joanne Plesa, our Group Finance Co-ordinator, immediately either by sending an email to [joanne@grahamcare.co.uk](mailto:joanne@grahamcare.co.uk) or by phoning her on 01483 221942.

Hopefully Joanne will be able to work with you to resolve matters within the next seven days so that legal action is not required.

Yours sincerely,



Ernie Graham  
Owner