

KETTLEWELL HOUSE

Kettlewell Hill, Chobham Road, Woking, Surrey, GU21 4HX
Phone: 01483 221900 E-mail: accounts@kettlewellhouse.co.uk

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

Date: 21st October 2013

Dear STATEMENT ATTENTION OF,

RE: NOTIFICATION OF LEGAL ACTION

We refer to our earlier letter dated 14th October 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 begin eviction proceedings against you under the Housing Act 1988.

Finally, please accept this letter as formal notice for the purposes of Section 48 of the Landlord and Tenant Act 1987 that the address in England and Wales at which notice (including notices in proceedings) may be served on the landlord by the tenant is as follows:

Kettlewell House
Kettlewell Hill
Chobham Road
Woking
Surrey
GU21 4HX

Please contact Joanne Plesa, our Group Finance Co-ordinator, immediately either by sending an email to 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