

[Print on Court Letterhead - Insert Address]

<<INDIVIDUAL>>
<<COMPANY NAME IN FULL>>
<<ADDRESS>>
<<ADDRESS>>
<<ADDRESS>>

<<DATE>>

Re: <<Insert Name>>

Dear <<Insert Name>>,

Thank you for your letter of <<Date>> regarding <<Insert Name>> settle the outstanding debt.

We confirm our acceptance of your <<Insert Name>> <<Amount>> in full and final settlement of your outstanding debts.] [to pay the <<Amount>> in instalments as follows: <<Set out details of instalments>> reserve our right to claim the full outstanding sum immediately if any <<Amount>> time.]

[We are therefore discontinuing the <<County court>> County Court and shall copy this letter to the court.]

Yours sincerely,

<<Name>>
<<Title>>

[c.c. Clerk of the Court <<Name of Court>>]

