

4 July 2007

Mr John Smith
83 Sample Street
Townsville
Sussex,
S12 3FG

Dear Mr Smith

Reference No: 000000000001234

Outstanding debt: £5,432.10

SHORT SETTLEMENT OFFER

I can confirm that a payment of **£4,197.54** would be accepted as a one off short settlement payment and the remainder would register as a short settlement. That's a **reduction of £1,234.56 on your debt**. Once the payment of **£4,197.54** is received **along with a breakdown of your income and expenditure**, the remainder would register as a short settlement with licensed Credit Reference Agencies, however you will not have to repay the remaining balance and Credit Agency will not pursue the matter further, nor would they pass your debt to external agencies to pursue.

We would require that the **£4,197.54** be paid no later than the **18 July 2007** by debit card, if those funds are going to be delayed you would need to make an immediate payment of **£60.00** to hold this offer for at least 30 days and allow us to get you set up on an arrangement. This offer will be withdrawn if no payment is received at this office before **18 July 2007** and the account will be sold off.

Please contact me today on **0800 123456** ext **123**

Yours sincerely

John Jones

John Jones
Head of Customer Assistance