

23 January 2008

Tel: 0845 123456
Fax: 0845 123457

Mr John Smith
83 Sample St.
Townsville
Sussex,
S12 3FG

Dear Mr Smith

Statutory Arrears Notice

This notice has been sent to you relating to arrears under your credit agreement: 0123456789

This notice is given in compliance with the Consumer Credit Act 1974 because you are behind with your payments. Please contact us to discuss your account on 0845 123 456.

The total balance owing under the agreement as at 23rd January 2008 is £12,345.67

The Amount of Arrears is £123.45

If you want more information about which payments you failed to make please get in touch with us. We are required to give you this information within fifteen working days of receiving your request for it.

Default sums and interest

You may have to pay default sums and interest in relation to the arrears referred to in this notice above. Please contact us if you would like further details. This notice does not take account of any payments received after the date of the notice.

Notices

For so long as you continue to be behind with your payments by any amount, you will be sent notices about this at least every six months. We are not required to send you notices more frequently than this, even if you get further behind with your payments in between notices.

Office of Fair Trading Information Sheet

This notice should include a copy of the current Information Sheet on arrears prepared by the Office of Fair Trading. This contains important information about your rights and where to go for support and advice, for example on applying for a Time Order as well as our right to charge you interest. If it is not included you should contact us to get one. Please refer to the Office of Fair Trading Information Sheet for more information about how to get advice on dealing with your debt.

Yours Sincerely

Credit Agency plc

John Jones

Collections & Recoveries