



MiK Staff Agency
608 High Road
Sevenoaks
Kent
TN99 KLM

«send_to»
«address1»
«address2»
«address3»

23 January 2008

Dear «send_to»

Outstanding Debt – Invoice number:«invoice_ref»

An amount of £«overdue_amt» is still outstanding in relation to the above invoice. If no payment is received before «escalation_date» I will refer this matter to the courts.

Yours sincerely

A handwritten signature in cursive script that reads "Chris".

C M Nasty
Financial Controller