

SAMPLE LETTER

Date

Dear

Re: NON PAYMENT OF FUEL
Car Registration Number:
Car Make:
Car Model:
Ref Number: (insert a relevant reference number)

On (insert date) at (insert time) the above vehicle registered to yourself obtained fuel amounting to £XXXX at our petrol forecourt (insert address). Unfortunately this fuel was not paid for.

Administrative fees have been incurred due to the failure to pay and the amount now owing is £XXXX.

It would be very much appreciated if you could you arrange payment within the next seven days. You can do this by returning to the store and paying by cash or credit/debit card or by sending a cheque payable to (name of business), or by phoning the store and making payment via credit/debit card. Please ensure you quote the above reference number.

Yours sincerely
(Insert signature)

(Insert name)