

SAMPLE LETTER

Date

Dear Mr/Mrs/Ms (insert surname)

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

I initially wrote to you on (insert date of initial letter) regarding your failure to pay for fuel obtained on (insert time and date) at (insert name of forecourt). To date I have still not received the payment due of £ (insert amount).

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). Please ensure you quote the above reference number.

If this debt is not settled by (insert date), I will be reporting the matter to the PSNI as a potential criminal offence, accompanied by statements and CCTV footage. This could result in court proceedings.

Yours sincerely

(Add signature)

(Insert name)

PLEASE NOTE

You may wish to include within this letter evidence surrounding the non-payment, for example, a situation where customer uses ATM, returns to car and does not enter shop or where customer failed to declare when asked if they had obtained fuel.