

Time sensitive document
Estoppel conditions apply

In the matter of:
YOUR NAME (I, we, us, our)
123 Street
A Town
The city
[POSTCODE]

Respondent:
Debt collector (you, your)
C/O Debt collector
456 Street
A Town
The City
[POSTCODE]

Date: 1st July 2023

Our Reference No: DC001

Office Found

Within the universal maxim of law, notice to agent is notice to principal, notice to principal is notice to agent. All addressed parties jointly and severally as well as their successors, nominees and assigns.

Notice of deficiencies and irregularities

Re: received documentation too deficient in information to process.

To: **Debt collector**

Regarding documentation that was sent to the following address:

123 Street
A Town
The city
[POSTCODE]

We hereby give you written notice of deficiencies and irregularities in regard to a document received today, that was sent to the above address.

Said documentation appears to be an unsigned automated template, with no lawful and legal standing, similar to the first illegible document that was returned.

The first document was returned due to the following issues:

1. No Name of Sender.
2. No Signature of Sender.
3. Documents are bicameral and second language has not been disclosed.
4. Addressee not recognised.

However, repeated documentation has not addressed these points; therefore an investigation has now been sanctioned and is currently underway to resolve this matter.

It should be noted that this investigation shall incur costs that will be the responsibility and liability of the person who is responsible for sending out said unsolicited mail.

On attempting to determine what the templated letter is about, the following issues have been raised for clarification. However, we do not take any liability for any errors or omissions on our part.

The following questions will need to be directly answered by you:

1. What language are you using?
2. What dictionary are you referring to?

It appears that a company name by “**debt collector**” is being referenced. We require the following documentation referring to this company:

3. Copy of your incorporated certificate.
4. Your DUNS number.
5. Your Company house number.

Another corporation by the name of “**corporation**” is being referenced, we require the following:

6. Copy of their incorporated certificate.
7. Their DUNS number.
8. Their company house number.

Although undetermined, if your documentation is making reference to an alleged debt, then you are required to answer these subsequent questions and supply the following information:

9. Are you making a direct demand for payment?
10. Is the debt enforceable within FCA rules?

If the answer is yes, then a signed written statement of this demand must be submitted. Further to this the following information is required:

11. The full name and contact details of the principal creditor.
12. Proof of the original offer of service from the principal creditor, including the name of the offeror and on what date.
13. Proof of acceptance of service from the principal creditor, detailing on what date and by whom.
14. Original copy of the contract obligating the alleged debt.
15. Proof of a court issued liability order, signed by a justice of the peace along with the court seal.
16. Full name of the justice of the peace who authorised the liability order and on what date.
17. Case number issued by the court that relates to the liability order.
18. Novation agreement or reason as to why there is not one.
19. Deed of assignment or reason as to why there is not one.

Once this information has been received by us we shall begin our full investigation into this matter, and contact you with further questions as the investigation progresses.

As this is the second time you have contacted us, the administration cost of £500 (five hundred pounds) for our first reply is now payable.

Further to this, a second administration charge of £500 (five hundred pounds) is now due for the administration cost for this notice.

To date the total cost is now £1000 (one thousand pounds) and will become payable by the one who initiated contact and made the allegations without supplying any evidence.

We have decided to offer you 30 days to supply all the information that has been requested thus far.

Furthermore, if we are not contacted again within 30 days then it shall hereby be taken as your assent and agreement that:

- i. The matter has been dropped and is finalised.
- ii. It is acknowledged that you agree to all the conditions within this notice.
- iii. The administration cost of £1000 (one thousand pounds) is now payable.

The drafting and subsequent posting of this notice has been independently witnessed.

My regards

By:

All Rights Reserved

YOUR NAME

Non-negotiable autograph

No assured value, no liability

Errors and Omissions Excepted

without recourse – non assumpsit

IN WITNESS whereof I the undersigned do claim acknowledgement of this notice and the signing by **[YOUR NAME]**.

My very best regards

By

[NAME OF YOUR WITNESS]

All rights reserved, none waived ever.

Name of your witness

123 Fake Street

Town

Coty

POSTCODE

End of notice