

[Your address only if on mail sent to you]

123 Street
A Town
The city
POSTCODE

Date: **[Date]**

[Name of sender]

[Name of corporation]

456 Street
A Town
The City
POSTCODE

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 UNABLE TO RESPOND

Re: Penalty Charge Notice Number **[Input number]**

To **[Name of Sender]**

Title: **[Title of sender, Mr, Mrs, Dr][any additions titles, esc, B.A, Ph.D.]**

I hereby give you written notice of unable to respond to the aforementioned penalty charge notice, and a response is not possible due to:

1. No Name of Sender.
2. No Signature of Sender.
3. Name on Penalty Charge Notice incorrect.
4. No proof of contract supplied.

The enclosed herein contains the aforementioned and misdirected documents, as there is not enough knowledge or information disclosed to form a responsive answer, said documents and materials are being returned forthwith.

Making reference to your Penalty Charge Notice Number is not to be taken as acceptance of any contract. Any attempt to do so shall result in a £5000 compensation claim for damages.

Fee of response is £350 which will become payable if contacted again.

The posting of this notice has been witnessed and recorded.

All Rights Reserved, No assured value, no liability, Errors and Omissions Excepted, WITHOUT RECOURSE – NON ASSUMPSIT