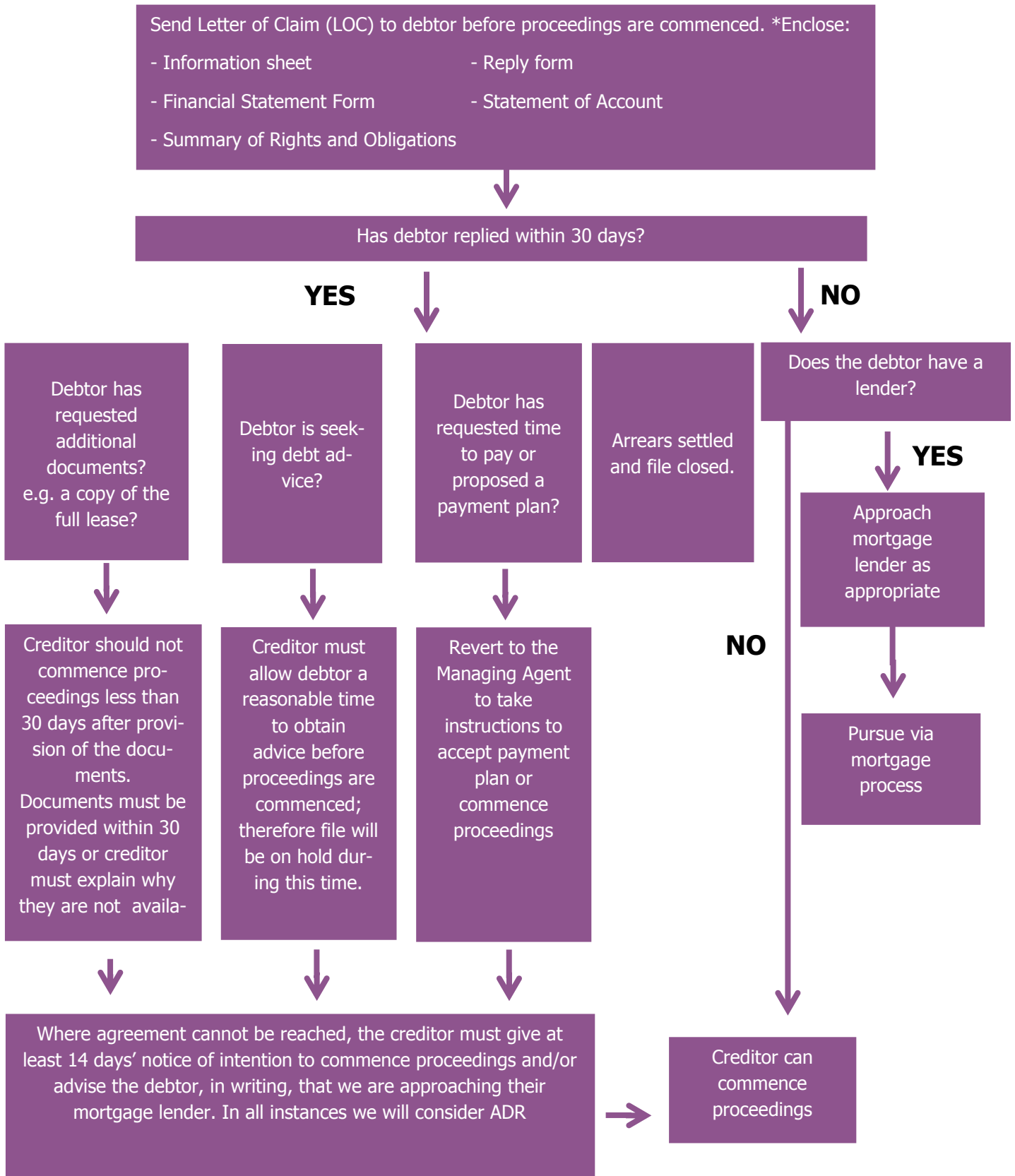


Pre-Action Protocol for Debt Claims

Process and Timescales



*There is no requirement to enclose a copy of the agreement with the letter of claim but it must be made clear to the debtor that a copy of the lease can be requested from the creditor. We are enclosing an official copy to provide supporting evidence of the parties and date of the agreement