

Our Ref:

Private and Confidential

THE MANAGER  
PARKLANDS RETIRMENT BENEFITS  
DAWS HOUSE  
33-35 DAWS LANE  
LONDON  
NW7 4SD

Nottingham Customer  
Relationship Team

PO Box 10165  
13-17 Derby Road  
Nottingham  
NG1 9HR

Telephone: 0845 8351257  
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[www.rbs.co.uk](http://www.rbs.co.uk)

Date: 6<sup>th</sup> July 2016

Dear Sir/Madam

**Loan Account: 11239210**  
**Sort Code: 152025**

Upon a recent review of the above loan it has come to light that it is £1333.07 in arrears. The repayment that was due in August 2015 hasn't been received and is still showing as outstanding.

**What to do**

Within 14 days from the date of this letter – please pay in enough money into any branch to enable your Loan payments to be brought up to date.

If you are unable to do this, please call me on the above telephone number to discuss how I may be able to assist.

Yours faithfully



 **Jonathon Barber**  
Relationship Manager