



24 Marlborough Street, Dublin 1, Ireland

DX No.: 112 008 - Foley Street

*****DEMAND LETTER –TOUGH*****

«DefendantName»
«DefendantAddress1»
«DefendantAddress2»
«DefendantAddress3»
«DefendantAddress4»

7 November 2007

Our Ref: MMG/«CaseCode»

RE: John Smith Limited v Joe Bloggs Limited
Amount Due: €1,000.00

Dear Sirs

We act for John Smith Limited. We are instructed by our client that there is the sum of **€1,000.00** due by you to them. We are further advised that despite repeated requests for payment, you have failed, refused and / or neglected to discharge this account.

In these circumstances, **KINDLY TAKE NOTICE** that unless you remit payment of the above amount to this office by **14th November 2007** we are instructed, and fully intend, to serve proceedings on you for recovery thereof, **together with interest at 8% per annum pursuant to The Courts Act, 1981, and / or interest will be charged in accordance with the contract, alternatively, our client will seek interest pursuant to the European Communities (Late Payments in Commercial Transactions) Regulations 2002, together with legal costs.**

In the event that proceedings become necessary, we have instructions to obtain Judgment and once obtained, to publish same in the various trade gazettes, register same as a judgement mortgage, remit the Judgment to the Sheriff for enforcement and to take whatever additional legal action is necessary to protect our client's interests. All additional legal costs incurred by our client in the enforcement of said judgement will also be your responsibility.

We therefore trust that this will not be necessary and await receipt of your payment within the time frame specified above.

Yours faithfully

**Paul W Tracey
Solicitors**

Piarais Neary

Paul W. Tracey
Catherine McGonagle

Sharon Tracey

Jane Flannery



24 Marlborough Street, Dublin 1, Ireland

DX No.: 112 008 - Foley Street

*****DEMAND LETTER –SOFT*****

«DefendantName»
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7 November 2007

Our Ref: MMG/«CaseCode»

RE: John Smith Limited v Joe Bloggs Limited
Amount Due: €1,000.00

Dear Sirs

We act for John Smith Limited. We are instructed by our client that there is the sum of **€1,000.00** due by you to them.

We are further advised that despite repeated requests for payment you have failed and/or neglected to discharge this account. Please forward payment of the above amount directly to our client within the next 7 days. In the event that payment is not made within that time frame, it should be noted that proceedings may be issued and served on you for recovery of the sums due, plus interest and costs.

We trust that proceedings will not become necessary and would be obliged if you would forward payment directly to our client within the time frame specified above.

Your attention in this matter would be sincerely appreciated.

Yours faithfully

Paul W Tracey
Solicitors

Piarais Neary

Paul W. Tracey
Catherine McGonagle

Sharon Tracey

Jane Flannery



24 Marlborough Street, Dublin 1, Ireland

DX No.: 112 008 - Foley Street

*****DEMAND LETTER – VERY SOFT*****

«DefendantName»
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7 November 2007

Our Ref: MMG/«CaseCode»

RE: John Smith Limited v Joe Bloggs Limited
Amount Due: €1,000.00

Dear Sirs

We act for John Smith Limited. We are instructed by our client that there is the sum of **€1,000.00** due by you to them.

We would be obliged if you would forward payment of the above amount directly to our client within the next 7 days.

Should payment have crossed in the post please disregard this letter.

Your attention in this matter would be appreciated.

Yours faithfully

Paul W Tracey
Solicitors

Piarais Neary

Paul W. Tracey
Catherine McGonagle

Sharon Tracey

Jane Flannery



24 Marlborough Street, Dublin 1, Ireland

DX No.: 112 008 - Foley Street

*****DEMAND LETTER – FOLLOW UP*****

«DefendantName»
«DefendantAddress1»
«DefendantAddress2»
«DefendantAddress3»
«DefendantAddress4»

14 November 2007

Our Ref: MMG/«CaseCode»

RE: John Smith Limited v Joe Bloggs Limited
Amount Due: €1,000.00

Dear Sirs

We refer to our previous correspondence to you dated 7th November 2007 and in particular to the outstanding the sum of €1,000.00 which remains due and owing by you to our clients.

We are very disappointed to note that this matter is still outstanding and we hereby put you on notice that unless you remit full payment of the above amount to this office by **21st November 2007** we have been instructed, and fully intend, to issue proceedings against you in order to recover the outstanding sum together with costs and interest.

Further take notice, that once Judgment has been obtained it will be our intentions to pursue whatever enforcement means necessary to recover the said sum.

We trust that this will not be necessary and that you will note the serious implications a court Judgment may have. Accordingly we await receipt of payment within the specified time frame.

Yours faithfully

Paul W Tracey
Solicitors

Piarais Neary

Paul W. Tracey
Catherine McGonagle

Sharon Tracey

Jane Flannery