

Private and Confidential  
Mrs Pamela Joan Stubbs  
Post Office Portakabin  
50 Bearwood Road  
Barkham  
Wokingham  
Berkshire  
RG41 4SY

**Reminder Letter**

Date  
03.03.2010  
Our Accounting Clerk  
Client Account Clerk 1  
Telephone  
GRO  
Fax  
  
Your Account with us  
GRO  
FAD Code  
212939  
Postings are considered up to and including  
12.02.2010

Dear Mrs Pamela Joan Stubbs

I am writing to you in respect of the recovery of outstanding debts in the accounts at the above post office. According to our records the sum of £17,670.65 is overdue for payment.

Since you are contractually obliged to make good any losses incurred during your term of office, please call the debt recovery team on the number quoted above to settle this amount via credit/debit card.

Alternatively forward a cheque for the amount due to be received by the Debt Recovery Team within 7 days of the date of this letter.

Failure to meet these repayment terms may lead us to deduct the outstanding debt from your future remuneration payments.

This statement excludes any items currently in dispute or held awaiting transaction correction. Should you have any queries regarding this account do not hesitate to contact me.

Yours sincerely, .....

Post Office Ltd  
Current Agents' Debt Team Leader  
No 1 Future Walk  
Chesterfield  
S49 1PF

Private and Confidential  
Mrs Pamela Joan Stubbs  
Post Office Portakabin  
50 Bearwood Road  
Barkham  
Wokingham  
Berkshire  
RG41 4SY

Date  
03.03.2010

Page  
2

Doc. Number	Doc. Date	Type	Amount	Due date	TC No.	Arrears
6000019433	11.02.2010	BD	8,436.86	11.02.2010		20
6000134380	07.01.2010	BD	9,033.79	07.01.2010		55
6100008064	12.01.2010	TX	200.00	12.01.2010	6000348871	50
Total of Due Items			£17,670.65			
Balance of Account			£17,670.65			

Key: TX = Transaction Correction, DR = Invoice Debt, FA = Final Account  
RM = Remuneration, DZ = Payment, BD = Branch Discrepancy