

## DEBT RECOVERY INSTRUCTION FORM TO:



Churchill House,  
Hyssop Close, Hemlock Way,  
Cannock, Staffordshire  
WS11 7FU

**Tel:** 01543 624053

**Fax:** 01543 887591

**Email:** kcurran@curranandcompany.co.uk

### Please tick as appropriate:

Please send a letter before action to the debtor detailed below

Please issue legal proceedings for recovery of the debt detailed below

Other, please specify (e.g. statutory demand)

### Documents (Attach to email after clicking Submit)

Copy Statement of Account attached

Copy invoices attached

Other, please specify (e.g. relevant correspondence)

Client Name:

Debtor Name:

### Please tick – Debtor Details

Sole Trader

Partnership

Limited Company

Debtor Address:

Fax No:

Tel No:

Debt Amount:

Currency:

I, \_\_\_\_\_ on behalf of \_\_\_\_\_  
confirm that the debt(s) set out above are properly due and that Curran & Co Solicitors are authorised to sign a Statement of Truth on any proceedings issued to recover these debt(s). I confirm that I understand that in signing a Statement of Truth, Curran & Co Solicitors will be confirming my belief that the information I have given to them is true and that if I do not honestly believe the truth of these facts I may be committing a contempt of Court.

Signed:

Date:

Position:

**Authorised & Regulated by the Solicitors Regulation Authority  
Regulated Principal: Kevin J Curran**

The contents of this fax/email are intended for the addressee only, are confidential and may also be privileged.  
If you have received this fax/email in error, please inform us immediately by telephone and return the original by post.

**If you do not receive all pages please telephone 01543 624053**