

PRECEDENT CHASING LETTER

[TO BE PRINTED ON LETTERHEAD PAPER]

For the attention [name of director]  
[insert company name]  
[insert registered office address]

[insert date]

Dear Sirs

We write further to our letter dated [insert date].

We enclose a further copy of our letter for your ease of reference.

We have received neither an acknowledgment nor a response from you, notwithstanding that the deadline for a response has now lapsed.

You have **one final opportunity** to engage with us before we refer this matter to our solicitors.

The deadline for you to provide the undertakings we require from you (a further copy of which is enclosed) is strictly by no later than **[7 days from the date of this letter]**.

We accordingly await to hear from you by no later than **[7 days from the date of this letter]**.

In the interim, all of our rights are reserved against you.

Yours faithfully