

Ref:

15 August 2011

Mr Graeme Jones  
8 Station Street  
Mitcham Vic 3132

**URGENT ACTION  
REQUIRED NOW**

Dear Mr Jones

**MONEY OWING TO**

We are instructed that you owe the sum of \$1234.56 to the above named and that full details of the debt have been provided to you.

**To avoid further action**, please forward your payment directly to our client, for the full amount of the debt, within 7 days from date of this letter.

If payment is received within 7 days, no further action will be taken. However, if payment is not received, our instructions are to refer the matter to our Lawyers.

If you have any issues about this debt or have paid it prior to receiving this letter, please contact our client within the 7 days to discuss this.

**For all queries, please contact (name) directly on (phone no.).**

Yours faithfully  
**PRUSHKA FAST DEBT RECOVERY**

Prushka Client Services Team.  
(03) 8872 5972

Per: