

Received  
3-9-07

Our Ref: NS/LMK076WINT

30<sup>th</sup> August 2007

Mr G G Winter  
Apartment 76 Landmark Place  
Churchill Way  
Cardiff  
CF10 2HR

Dear Mr Winter

**Apartment 76 Landmark Place  
Arrears Outstanding: £886.89**

I note that we have not yet received your payment. however if you have paid your Service Charges within the last 7 days, please accept our apologies and disregard this letter.

If this is an oversight, please can you settle your account by return, to ensure adequate cash flow for your Service Charge fund.

If you are paying by cheque, please make your cheque payable to 'Mainstay Payments Ltd' and send this together with the slip at the bottom of your demand, alternatively to pay by card please contact me on the number below. Also you can pay on-line at [Mainstaygroup.co.uk](http://Mainstaygroup.co.uk).

*Please note that a delay in payment will result in administration fees being charged to your account at a rate of £30 + VAT for every seven days that your account remains unpaid.*

Should you have any queries regarding your account, please do not hesitate to contact me using the details below

Yours sincerely



**Nikki Simmonds  
Credit Control South**

**Email: [nikkisimmonds@mainstaygroup.co.uk](mailto:nikkisimmonds@mainstaygroup.co.uk)**

**Direct Line: 01905 361018**

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