

Date xxx

Debtors Name & Address xxx

Dear xxx

I am writing with regards to your outstanding debt owed to xxx. Our records show you have £xxx outstanding for match, training fees, we hereby request if you would be kind enough to send the outstanding amount directly to the below address Date xxx. If you wish to make payment by bank transfer, please contact me.

If we do not receive any correspondence from you after 7 days of the above date then we will take further steps in order to recover this debt by registering it with the Devon FA and if the outstanding amounts are not forthcoming, club name will reluctantly be forced to seek further advice for the recovery of all monies plus interest owed.

**Please be aware, this could result in you immediate suspension from all football activity.**

If you have any issues with the above please do not hesitate to contact us.

Kind regards,

Name

Club Name

Address

Contact info