

John: of the Smith family
c/o 1 The Street
ANYTOWN
AnyCounty
[XXXX XXX]

To whom it may concern,

On Tuesday, 29th November 2011, one of your parking attendants was good enough to enter into a contract with me on your behalf by placing a ticket on my privately owned automobile, and therefore agreed to the terms and conditions clearly displayed on the windscreen of the aforementioned automobile.

In this case, the fee for someone attaching paperwork to my automobile is **£250.00** as stipulated in the fee schedule section of the notice. I therefore enclose your requested payment of **£25.00**, my invoice for **£250.00**, and a copy of the notice that is clearly displayed on my automobile.

By accepting and cashing this payment, it will be deemed that you have accepted my fees, which become payable immediately; Please pass my invoice to the appropriate individual in your finance department for processing.

Sincerely without malice, ill will, vexation or frivolity

By: John: of the Smith family

All Rights Reserved - Without Prejudice - Without Recourse - Non-Assumpsit
Errors & Omissions Excepted

Enclosures:

Cheque for £25.00

Copy of Automobile Notice

Invoice for £250.00