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| Bluemoon Investigations 1-3 Craven Road Paddington London W2 3BP | Our ref: | 2216 |
| Your ref: |  |
| Date: | 31st May 2019 |

Tel: 0207 993 4080

Dear Sir/Madam,

I have been directed to serve you with the following documents [INSERT DOC NAMES].

I have already attended at your address without meeting with you.

I have to inform you that an agent will attend at the address, as below, on Thursday 6th June 2019 between 10am and 11am for the purpose of serving you personally with such documents.

Should the above appointment prove inconvenient, we will endeavour to attend any other reasonably convenient time and place you may suggest, and you can contact me on the number above to arrange this.

If you fail to keep the appointment or any other made in lieu thereof we propose to serve you by putting a copy of the documents through your letter box.

In the event of service by putting a copy of the documents through your letter box I will do this on the day of the appointment and in the event of a bankruptcy petition being presented, the court will be asked to treat such service as service of the demand.  
  
Yours faithfully,

[Your Name]  
Process Server

To:  
[Name and Address of Subject]