

TEXT OF 2007 LETTER TO DEBTORS OWING LESS THAN £10,000

ARREARS OF NATIONAL NON-DOMESTIC RATES (NNDR)

I am writing to you in connection with arrears of the beneficial portion of National Non-Domestic Rates (NNDR) owed by your mission in respect of office premises.

The Diplomatic Section within the Valuation Office Agency, which is the Government Agency responsible for collecting the beneficial portion of NNDR, informs me that the bill outstanding for your mission at 31 March 2007 is £XXXX.

I enclose a short explanatory note outlining the basis on which NNDR is calculated.

I should be grateful if you would give the outstanding debt your urgent personal attention and, assuming the account is not in dispute, let me know, by 18 May 2007, what action will be taken to settle it.

If you have any questions concerning the above, please contact XXXX XXXX on

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