

Your Ref  
Date

Dear Sir / Madam,

I received your Letter Before Claim dated **XXXX** on **XXXX**, therefore this is when it was actually deemed 'given' or 'served' to me.

Your letter does not comply with the new pre-action Protocol for debts claims, which came to force on the 1<sup>st</sup> October 2017, as your letter did not contain a copy of the Information Form nor the Reply Form.

I reserve my right, under the new protocol mentioned above, to reply within 30 days from the date I receive the documents mentioned above.

Your Client PCM knows from my address that I am a resident of **XXXX** hence he should be aware that residents have the right to park and to authorise others to park in this land under their contract's Terms and Conditions. Therefore, your client does not have the right to issue any PCNs to residents or to others authorised by residents as it is a breach of resident's contract. So, I invite your client to discontinue this case and cancel the PCN immediately to avoid running up costs for all parties involved.

Please provide all the documents your client is going to rely on if you / he choose to proceed that case to court.

I don't accept service by email.

Regards

Name:

Address: