# Letter to an Enforcement (Bailiff) Company

Taking Control of Goods Regulations 2013 · Fees Regulations 2014 reg.12

**YOUR NAME**
[YOUR FULL NAME]

**YOUR ADDRESS**
[YOUR ADDRESS]

**DATE**
[DATE]

**ENFORCEMENT COMPANY**
[COMPANY NAME]

**THEIR ADDRESS**
[ADDRESS OR EMAIL FROM THE NOTICE]

**THEIR REFERENCE**
[THE REFERENCE ON THE NOTICE OF ENFORCEMENT]

Dear [COMPANY NAME],

### Notice of enforcement dated [DATE]

I am writing about your notice of enforcement dated [DATE] for [THE DEBT, FOR EXAMPLE COUNCIL TAX FOR 2025/26].

Please send me details of the liability order, warrant or writ you are acting under, and a breakdown of the amount you are asking for, showing the debt and each fee separately.

[IF YOU CAN PAY SOMETHING:] I cannot pay the full amount at once. I can pay £[AMOUNT] a [WEEK / MONTH], starting on [DATE]. My budget is enclosed. Please confirm this repayment arrangement in writing.

[IF YOU OR SOMEONE AT HOME IS VULNERABLE:] [I / A MEMBER OF MY HOUSEHOLD] [HAVE / HAS] [THE CONDITION OR CIRCUMSTANCES]. Please record this on your file. I understand that under regulation 12 of the Taking Control of Goods (Fees) Regulations 2014, enforcement stage fees cannot be recovered from a vulnerable debtor unless they have been given an adequate opportunity to get assistance and advice before goods are removed.

[IF YOU DISPUTE THE DEBT OR THE GOODS:] [I DO NOT OWE THIS DEBT BECAUSE ... / THE GOODS AT THIS ADDRESS BELONG TO (NAME), NOT TO ME.] I enclose copies of [EVIDENCE]. Please pause enforcement while you check this.

Please reply in writing to the address above.

Regards

**SIGNATURE**
[SIGN HERE]

**PRINT NAME**
[YOUR FIRST NAME]

*Send a copy to whoever you owe, such as the council, and keep proof of sending. Full explanation: therealdebtguy.com, search for bailiff powers.*



For information only. Not FCA regulated. Not financial or legal advice. Fill in the bracketed fields before sending.