



## FINAL REMINDER – NOTICE OF INTENDED PROCEEDINGS

We refer to our previous correspondence dated

Our records show that you have not paid your Parking Ticket as outlined above, this amount is £40. If you have overlooked this, please arrange for payment now. If we do not receive payment for the overdue amount of £40 within 10 days of the date of this letter, we will, without further notice, begin Legal proceedings to recover the amount due. Please note that should this proceed to the Small Claims Court, any costs incurred will be payable by yourself. Payment can be made:

- Online at: [carparkservices.ec6pay](http://carparkservices.ec6pay)
- Telephone: 24/7 automated line 02895907942
- By post: Cheque or postal order payable to Car Park Services to 36 Great Patrick Street, Belfast BT1 2LT

If you are not able to make your payment you should contact us immediately. We are always willing to listen and, after considering your financial circumstances, we will try to come to an acceptable payment agreement with you. We will keep any information you share with us confidential. If you have paid the amount outstanding within the last 10 days please accept our apologies for having issued this notification.

The Western Health & Social Care Trust has implemented these Car Parking Operational Procedures to help keep the emergency blue light routes clear, protect disabled parking spaces and drop off/collection and loading/unloading areas. This is a hospital site and we are asking for everyone's co-operation and support to help keep it clear for all users. This is your final reminder.

Yours sincerely

Administration Department  
Car Park Services Ltd

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