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The Name of Your Council
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Aliquam
AB12 3CD
Tel 012 3456 7890
Fax 012 3456 7890

Dear Named Householder

Life is good on Easy Street – so I really would encourage you to pay your upcoming council tax bill by Direct Debit. The bill will be sent to you in the next couple of weeks, so please take this opportunity to consider the benefits of ease and peace of mind when it comes to this hassle-free method of automated payment.

Paying your council tax the Direct Debit way means you can spread the cost over **00** months. But because it is automated, you won't have to worry about missing a payment. You stay absolutely in control, and can cancel the Direct Debit at any time should you wish to.

I'd also like to bring your attention to the comprehensive Direct Debit Guarantee. All participating banks and building societies are signed up to it – so you will get a full refund from yours in the unlikely event that anything goes wrong.

The enclosed leaflet includes a Direct Debit sign-up form. Keep hold of it now and complete and return it to us when your bill arrives. Meanwhile, if you'd like to discuss Direct Debit, call this office on **0800 yournumberhere**. Don't forget too that you can sign up to Direct Debit online at **www.yoururlhere.com**.

Yours sincerely

Named Representative
Your Local Authority

