

Miss E Sigvallius

Bristol BS98 1TT.
22 April 2001

Dear Miss Sigvallius

Some time ago you informed us that you did not use a television set at the above address. We need to confirm that there is no TV set and therefore an Enquiry Officer will call round in the near future.

If you still don't use a television set, a visit will happen automatically, you don't need to contact us. Once our officer has made their visit and confirmed that there is no TV set in use at your address we will update our records accordingly.

If you now use a television, please let us know before the officer visits by filling in the form below. Then send this whole letter to us in the envelope provided. Remember, if you use a television set you must have a TV Licence, otherwise you are risking a fine of up to £1,000.

A colour licence costs £109.00 and a black and white one costs £36.50. You can spread the cost of your licence by paying by monthly or quarterly direct debit. If you'd prefer to pay in one lump sum you can also pay by annual direct debit or credit/debit card by calling 08705 22 66 66. Alternatively, you can get a licence at your local Post Office, or by sending a cheque (with this whole letter) directly to us in the envelope provided.

If you are receiving Income Support or another income related benefit and need to spread the cost of your TV Licence you can start by making payments of as little as £4 at any Post Office or Paypoint outlet. Please call 08457 289 289 for more information or to join the scheme.

If you have recently moved to this address, and have a licence for your old address, you need to transfer it or you won't be properly licensed. Please fill in the form on the reverse of this page and return the whole letter to us in the envelope provided.

If you are aged 75 or over, you will be entitled to receive a free TV Licence. If you are registered blind, you will be entitled to a 50% discount on your licence. Please call 0845 603 6999 for more details.

Yours Sincerely

A handwritten signature in black ink, appearing to read 'Val Smith', written over a horizontal line.

Val Smith
Customer Services

NSA1