**Creditor name and address:**

Account/Agreement No:

**Your name and address:**

Date:

Dear Sirs

**First Right of Appropriation**

On (*date*), A payment of £ will be paid into the above account.

It is imperative that the money deposited be put towards my essential living costs.

This letter acts as notice to use my ‘first right of appropriation’ to ensure the items listed below are paid on (*date*).

|  |  |
| --- | --- |
| **£ Amount** | **Items/Bills** |
| *Ex: £600* | *Ex: Rent* |
|  |  |
|  |  |
|  |  |

I accept responsibility for other returned payments if remaining funds are insufficient.

I will contact you separately to arrange reducing my overdraft.

Yours faithfully

(Print name)