

Protecting priority payments out of your bank account if you owe to your bank

Creditor Address

Dear Sir/Madam

Name of account holder:

Account number:

We request that the following items be paid from the funds that are due to be deposited into the above account on (date) for the sum of £

In doing this we are exercising our first right of appropriation over these funds and wish you to pay the following items. These are listed below:

(add in the payments that you need to pay out)

Mortgage £

Council Tax £

Any other bill £

We understand that any other items may be returned if there are insufficient funds available to pay them.

We look forward to hearing from you as soon as possible to confirm that our request has been carried out.

Yours faithfully