

Full Name:

Address:

Date:

Dear Sir/Madam

Account/Agreement No:

**REF - The First Right of Appropriation**

I have been asked to write to you by Tendring District Council to inform you that I am due to receive a payment from them into my account.

A payment will be paid into the above account by Tendring District Council (TDC\_ HB PAY or TDC\_DHP)

The account may be overdrawn; however I need the money to meet my living expenses, utilities and rent/mortgage payments over the next month.

I am writing to give notice that I intend to use my 'first right of appropriation' to earmark this payment for this purpose and I should be grateful if you would ensure that any other payments out of my account do not interfere with this withdrawal.

Please acknowledge that you have received this letter and will act upon its instructions.

Yours faithfully

(Signature)

(Print name)