

Our ref:

Date:

Dear Sirs,

Re:

DMP account number:

Address:

We understand that the above customer has a Debt Management Plan (DMP) with yourselves. We would be grateful if you could supply the following information on your headed paper as soon as possible:

1. Commencement date of the DMP / /
2. Current monthly payment
3. Total outstanding balance of the debts owing
4. Has the account been conducted satisfactorily since inception?
5. Have all payments been kept up-to-date and made when due? (If no, please provide details)
6. List of each debt, including name of lender, account number, payment, balance that is incorporated within this DMP

We enclose a copy of the customer's authority for your records.

Thank you for your assistance in this matter.

Yours faithfully,