

Dear Sir/Madam

Letter exercising first right of appropriation

Name of account holder:

Account No and Sort Code:

I request that the following items be paid from the funds that are due to be deposited into the above account on for the sum of £.

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

£

£

£

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

Please confirm that my request has been carried out.

I look forward to hearing from you.

Yours faithfully