

Dear Sirs

Account Name and Number:

Please can you send me full details of all Direct Debits and Standing Orders which apply to the account shown above including the following:

- ◆ Name of person or organisation receiving the payment
- ◆ Payee's bank/building society sort code and account number
- ◆ Payee's reference
- ◆ Amount
- ◆ Payment date and frequency
- ◆ Final payment date (if any)

I look forward to hearing from you shortly.

Yours faithfully