*Name of organisation you are writing to*

*Their address line 1*

*Their address line 2*

*Their address line 3*

*Their address line 4*

*Their post code*

Date: *today’s date*

Dear Sir/Madam

**Account Number:** *Your account or reference number*

I am writing to inform you that I have registered with the Vulnerability Registration Service ('VRS'). This is because I feel I need to ensure that those organisations with which I have a relationship can be made aware of my current circumstances.

The Vulnerability Registration Service (‘VRS’) [www.vulnerabilityregistrationservice.co.uk](http://www.vulnerabilityregistrationservice.co.uk/) is the UK’s first central register for helping vulnerable consumers protect themselves against further debt or financial or emotional stress.

The VRS is a new service available to me free of charge and if used by organisations should prevent me from having to notify each one individually. Please use the service to make sure you are aware of my current financial circumstances and take these into account when dealing in any transactions with me.

Please note that the VRS is unable to answer any specific questions about my personal circumstances. Details of people who have chosen to register their personal circumstances, are only available to organisations that have signed up to use the VRS. Information on how to use this service is available on the VRS website.

Yours faithfully

*Include your full name*