*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 No: *Your account or reference number*

You have contacted me regarding the above account.

You have stated that you will be visiting my propertyto take away my goods unless I pay the full amount of £*enter how much you owe here* straight away.

I believe that I am in a ‘vulnerable situation’ according to 'Taking Control of Goods: National Standards'.

*Include a paragraph outlining any special circumstances you have that you want the bailiff company to take into account that make you or your family vulnerable, for example illness, disability, age or bereavement. Include evidence of your medical condition if possible, or supporting evidence from a doctor, social worker, mental health worker or other professional. Also include information about why your financial situation is unlikely to improve.*

Please note, 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 aware of my current financial circumstances.

I request that that you contact the original creditor who are aware of my circumstances and ask them to reconsider accepting my payment offer of £*enter your payment offer here*.

Please confirm in writing what action you have taken.

I am sending a copy of this letter to *enter the name of the creditor*.

I look forward to hearing from you.

Yours faithfully

*Include your full name*