

# Sample Right of Appropriation Letter to Bank

**Your name and address:**

Bank / Building Society  
Name and Address

Date:

Dear Sir/Madam

## **First Right of Appropriation**

Account No:

A payment of £xxxxx will be paid into the above account on (date).

The account is currently overdrawn, however I need the money to meet my living costs, utilities and rent payments over the next week.

I'm giving you notice that I intend to use the 'first right of appropriation' to reserve the £xxxx for this purpose and will withdraw the sum of £xxxxx on (date) in order to do so.

I'll contact you separately to make an arrangement to reduce my overdraft.

Yours faithfully

Name