

[CITIZEN NAME]
[CITIZEN ADDRESS 1]
[CITIZEN ADDRESS 2]
[CITIZEN ADDRESS 3]
[CITIZEN TOWN]
[CITIZEN COUNTY]
[CITIZEN POSTCODE]

[AI NAME]
[AI FIRM NAME]
[AI ADDRESS 1]
[AI ADDRESS 2]
[AI ADDRESS 3]
[AI TOWN]
[AI COUNTY]
[AI POSTCODE]

[DATE]

Dear Bob Bobson,

Your DRO application has now been created. You will need to pay your £90 application fee before we can submit it.

It's now easier, for you, when it comes to paying the fee. You can simply pop into your local Payzone store or Post Office with this letter. Show them the barcode, make the payment and you're all done.

You can find out where your local Payzone store is at www.payzone.co.uk



You may choose to pay the application fee in installments but you must pay the full fee of £90 before your Approved Intermediary can submit your application. You can use the table to keep track of your payments.

Date							
Amount Paid							

If you have any questions about your application or payment please contact me on [AI TELEPHONE].

Your sincerely,
[AI NAME]