

Bank to Basics

22, Terrance Terrace
Tottington
TT2 2TT

5th December 2019

Dear Sir/Madam

Thank you for recently agreeing to extend my overdraft by £100 to cover the cost of my emergency root canal treatment. As you will notice from my account details, this treatment has taken me up to my overdraft limit. As we are only five days into the month, my next wage payment is not due until the 30th of this month, and Christmas is fast approaching, I would be grateful if you would agree to further extend my overdraft by £50.00, so that I can buy a Mars Bar to supplement my lunch.

May I also take this opportunity to thank you for my new debit card, which became active at the start of this month. I note that in addition to the 'Switch' facility I am now able to make purchases using the 'Solo' system. No doubt this will assist me in spending the remaining £49.40 of the overdraft to which I hope you agree.

I am not sure exactly when I will be able to pay this money back but I am sure you will not be left short-changed for long.

Yours,

Terry Trent-Alexander