

ClientName  
ClientAddressBlock

**Our Ref: ClientCode**

Dear ClientName

This letter confirms the appointment made for you to meet with a West Kent Debt Advice Money Adviser at the time below – we would kindly request that you arrive promptly to ensure that the meeting does not overrun. Directions to your appointment are attached.

**Monday xxx at 7.45pm**

In order for the appointment to be of benefit to you, we ask that you bring with you the following;

1. **All paperwork relating to your debts, showing the full amounts owed, any arrears, and any agreed monthly or weekly repayments**
2. **Your Bank and Credit / Store Card statements**
3. **Any Court papers**

If you are uncertain what to bring you might find the checklist overleaf helpful. Remember if you come with inadequate information, it may not be possible to help you.

In addition, please try and complete as much as possible of the attached income and expenditure form before you come; but do not be frightened by this, it is only designed to save time at your interview when we will produce a detailed financial statement for you.

**If you find you are unable to attend your appointment, please telephone 01732 300425 as soon as possible. We must emphasise the importance of early notification as this will enable us to offer this appointment to someone else.**

If you fail to attend your appointment without giving us any notice we will assume that you do not require assistance, and will close our file. However, we urge you not to let this happen as others who are waiting for help will lose out.

Yours sincerely

West Kent Debt Advice