[DATE]

[CREDITOR CONTACT NAME]

[CREDITOR COMPANY NAME]

[CREDITOR ADDRESS]

[CREDITOR EMAIL]

Dear [NAME]

**[SUBJECT]**

**Reference No: [REFERENCE NO]**

I refer to your letter dated [DATE].

Please note that I am currently seeking legal advice in relation to this matter, following which I will be in a position to respond to your letter.

My appointment for legal advice is on [DATE]. I therefore request that you not take any legal action in relation to the above for a period of 14 days after that date.

If you are not willing to refrain from taking legal action for this period, please advise me in writing immediately.

Yours faithfully

[SIGN]

[PRINT NAME]