Using the precedent letters:

These have been created for you to use as a template so you should feel free to make any amendments to them that you think are appropriate. These letters are just a starting point and you will need to do some additional work applying these letters to your own circumstances.

It is important that you:

* Carefully consider the text in red;
* Delete the wording that does not apply to your circumstances;
* Where we have indicated, delete the paragraphs that do not apply to your circumstances.