

MEMORANDUM

TO: Linda

FROM: Roz

CC: File

DATE: 5 October 2010

Dear Linda

Mrs GRO-A (Ref: GRO-A) received a loan of £1,700 repayable from a previous grant. We have not yet received payment for the loan and so deductions of £125 will need to be made from her monthly payments.

Therefore, can you please reduce her monthly payments by £125 with immediate effect for 13 months with a final payment of £75 in November 2011.

Thank you,

Roz



THE MACFARLANE TRUST

Alliance House 12 Caxton Street London SW1H 0QS

Tel: 020-7233-0057

Fax: 020-7808-1169

Mrs GRO-A

GRO-A

Our Ref: RR/0510/GRO-A:Tr

5 October 2010

Dear Mrs GRO-A

Further to my letter dated 20 September 2010, as we have not received a cheque to cover the loan amount of £1,700, we will need to start making reductions from your monthly payments.

Therefore, the first repayment of £125 will be deducted on the 15th October 2010. If we receive a cheque from you before this time, the sum of £125 will be reinstated to your account.

We note that we have not received your Change of Address form and ask that you return this as soon as possible.

With best wishes,

Yours sincerely

GRO-C

Rosamund Riley
Support Services Manager

Direct Line: GRO-C

Email: [roz@](mailto:roz@macfarlane-trust.org) GRO-C

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