

**FORM 3**

**SAMPLE ACKNOWLEDGEMENT OF RECEIPT**

To: [Creditor / creditor's solicitors]  
[Address]

I / we acknowledge receipt of the Letter of Claim dated [*date*] and its enclosures on [*date of receipt*].

I am not in a position to fully respond to your claim within the time limit that you have set.

Please accept this letter as formal notification that I shall respond in full by [*date*].

Please defer any proposed action until receipt of my letter on [*date*].

Yours faithfully

[Signed off by debtor / debtor's solicitors]