[Your name]
[Your address]
[Your postcode]
[Your phone number]

[Date]

[Licensed insolvency practitioner name and address]

Dear Sir/Madam

[Name of business in administration that you bought the goods from]

I wish to make a claim as a creditor for goods that I have not received from [name and address of business in administration].

I ordered the following [enter details of goods bought] on [date you ordered the goods]. The member of staff I dealt with is [employee name]*.

The goods cost [enter price] and payment was made using [enter payment method(s) ie cash, cheque, debit card, credit card].

I enclose a copy of my paperwork for your information. [Enclose a photocopy of receipts and copies of any correspondence with finance companies if appropriate].

Please acknowledge receipt of my claim within 14 days.

Yours faithfully

[Your signature]

[Your name printed]

Enc.

*delete this sentence if you do not have the staff member's name– it is not essential but can be helpful to include.